DOCUMENT RESUME

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ABSTRACT

This workshop guide for financial aid administrators provides training in the federal student financial aid delivery system. An introduction enables the participant to share some information about his or her responsibilities and to reflect on the relevance of the training to the job. Session 1, "Application Systems," identifies methods of applying for federal student financial aid and identifies tools and resources to help students apply successfully. Changes for the 2003-2004 academic year are described. Session 2, "Processing Application Data," is a guide to processing, its results, common data problems, and changes to application processing in the 2003-2004 academic year. Session 3, "Correcting Application Data," lists 3 types of changes to application data and reviews methods for submitting changes, as well as system changes for the 2003-2004 academic year. Session 4 focuses on "Disbursement and Reporting." It reviews the Common Origination and Disbursement (COD) process, important COD concepts, and COD changes for the 2003-2004 year. Eight appendixes contain: 2003-2004 Application & Delivery System Changes; ISIR Comment Codes and Text, Match Flags, Reject Codes; Job & Learning Aids; Required School Reporting; 2003-2004 Award Year Calendar of Events for Financial Aid; Glossary; Acronyms List; and Answer Keys. (SLD)

HE HETR 0055

ED 471 737

Delivery System

2003-2004

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FEDERAL STUDENT AID

HE035570
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D. Required School Reporting
E. 2003-2004 Award Year Calendar of Events for Financial Aid
F. Glossary
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H. Answer Keys

Form approved
OMB #1880-1529
Exp. date 10/31/2000

SFA UNIVERSITY
STUDENT FINANCIAL ASSISTANCE

STUDENT FINANCIAL ASSISTANCE
Training Satisfaction Survey

Thank you for taking a moment to answer the following questions. We will use this to evaluate and improve our training and materials. Any information you provide is confidential.

Course _____ Date _____

Location _____

Trainer name(s) _____

Your type of institution: ☐ Public ☐ Private ☐ Proprietary
☐ Undergraduate/Graduate ☐ Clock Hour/Credit Hour

Length of time in financial aid related responsibilities: (years/months) _____

Please complete the following statements using the scale below:

1 = Unacceptable
2 = Poor/less than acceptable
3 = Moderate/Acceptable
4 = Good/More than acceptable
5 = Outstanding/Much more than acceptable
N/A = Not applicable/Unknown/No Comment

GENERAL

1. How well did this training meet your needs for improving your student aid operations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

2. How well did this training meet the overall objectives stated at the beginning of the course?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

3. How well did the training announcement describe this training?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

TRAINING MATERIALS

4. How helpful were the case studies, charts and other graphic illustrations?

❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ N/A

5. Our goal is to provide accurate, clear and organized materials. How do you rate our materials?

❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ N/A

PRESENTATION

6. Please rate the presentation and/or slide show for clarity and accuracy.

❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ N/A

7. Was enough time devoted to trainee questions and exercises?

❑ Yes ❑ No

8. What suggestions do you have to improve the trainers' presentation?

_____

_____

_____

TRAINING LOGISTICS AND MISCELLANEOUS

9. What additional training would you like us to provide?

_____

_____

_____

10. What comments do you have about the workshop's location and training room?

_____

_____

_____

ADDITIONAL COMMENTS AND SUGGESTIONS

_____

_____

_____

You can now provide your comments on this or any other training session on our Training Information page at www.ed.gov/offices/OPE/announce/trng/ or by sending us an e-mail at **SFA_Training@ed.gov**

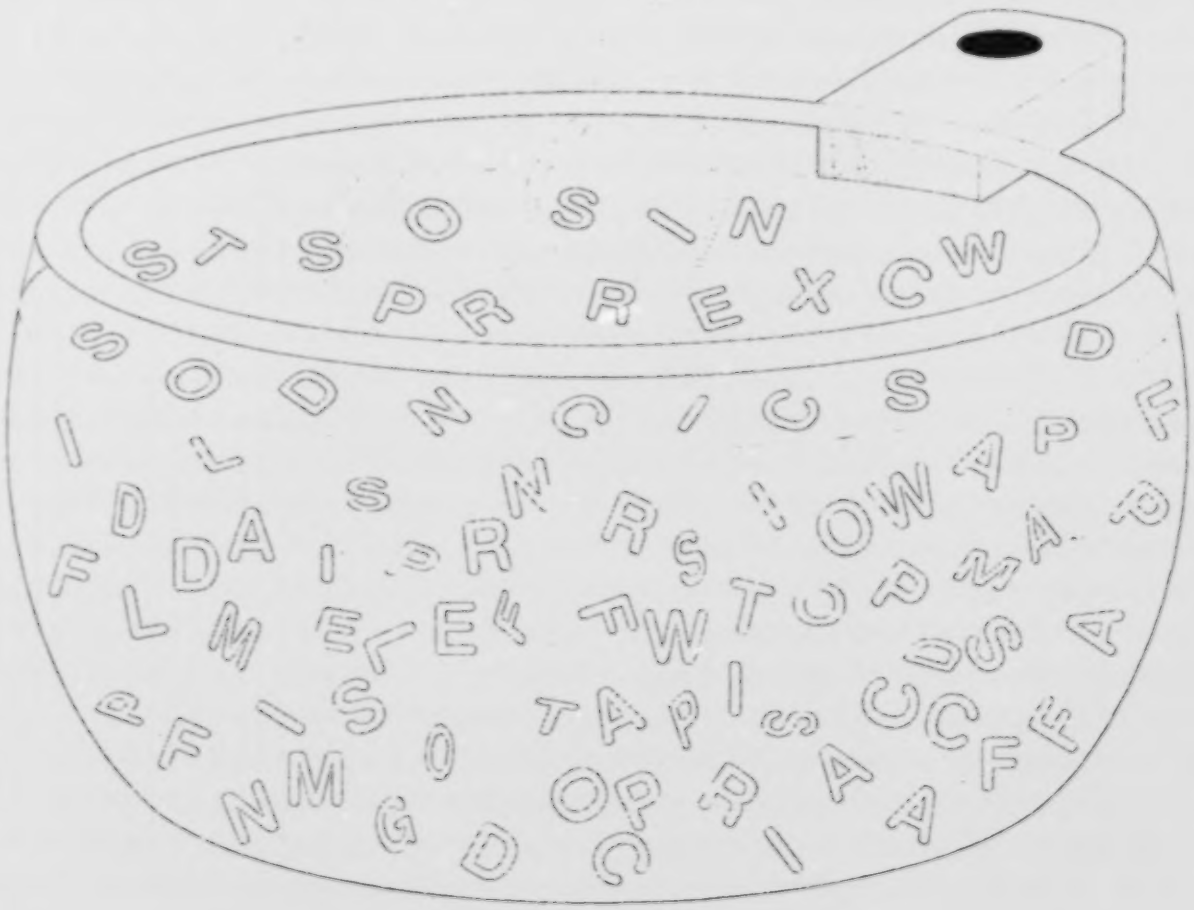
Delivery System

While you wait for the workshop to begin, we invite you to have fun with the Alphabet Soup puzzle found on the next pages.

Acronym-Alphabet Soup Puzzle

On the back of this page, you'll find a table with descriptions of 25 acronyms that FAAs come across frequently. Read each description and write the corresponding acronym in the blanks provided under the *Acronym* column. Then, under the *Acronym Stands For* column, write what the letters in the acronym represent.

Hint: The soup pot below contains all of the letters you need to complete the puzzle. Mark through each letter as you use it for a specific acronym. After you're done, note whether you had letters left over in the soup pot. Not enough? Or just the right amount?



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Acronym-Alphabet Soup Puzzle (continued)

#	Acronym	Acronym Stands For	Description
1.	_ _ _		Report that lets a school know that a student appears to be concurrently enrolled at two schools or receiving Pell Grant disbursements from both
2.	_ _ _		School's policy that measures a student's progress toward timely completion of a program of study
3.	_ _ _		Processes FAFSA information, performs data matches with outside databases, sends application information (ISIR/SAR) to schools and students
4.	_ _ _ _		Report a school receives that provides the results of the processing of FAFSA data
5.	_ _ _		Unique number that allows a student Web access to his information
6.	_ _ _		System to which all schools report their disbursements of Pell Grants and Direct Loans
7.	_ _ _ _ _		Comprehensive database that stores students' historical federal and current student financial aid information
8.	_ _ _ _		Web site where FAAs find updated FSA information
9.	_ _ _		Office within ED that manages and administers financial aid programs
10.	_ _ _		Sum of a student's tuition and fees, room and board, book allowances, etc. for a given enrollment period
11.	_ _ _		Unique number that allows a student to phone in certain FAFSA changes to the Federal Student Financial Aid Information Center
12.	_ _ _		Result of a calculation that determines the anticipated amount of financial support a family should be able to provide a student for a given award year
13.	_ _ _		Person who "owns" the Destination Point represented by the school's "TG" number and determines who has what level of access to the Student Aid Internet Gateway (SAIG)
14.	_ _ _ _		Web-based application for federal student financial aid
15.	_ _ _ _		Web site where students correct FAFSA data
16.	_ _ _ _		Web-based renewal application for federal student financial aid
17.	_ _ _		Electronic process to transmit, receive and correct federal student financial aid application data
18.	_ _ _ _ _		Annual report schools submit to request to participate in Campus-Based Programs
19.	_ _ _		Federal agency that verifies eligible noncitizen status
20.	_ _ _ _		Secure, Web-based system that schools, third-party servicers, etc. use to exchange Title IV data with the FSA Application System
21.	_ _ _		Amount of cash available to a school to draw down from GAPS
22.	_ _ _		When more than one school reports Pell Grants disbursements for a student that total more than 100% of the scheduled award
23.	_ _ _		Flexible language used to code COD's Common Record
24.	_ _ _		Unique number used by COD to differentiate one student from another. Includes current SSN, date of birth, and last name
25.	_ _		Formula used to determine the expected family contribution for all students applying for federal student financial aid

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Welcome

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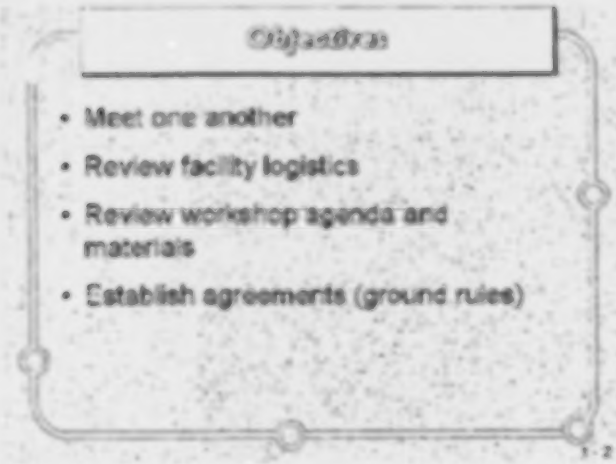

First Things First

To begin, we'll get to know each other through introductions. Next, we'll quickly review where you can find the restrooms, vending machines, public phones and smoking areas. We'll also review the workshop agenda and the format of the training materials. Finally, as a group, we'll come to an agreement about the ground rules for the workshop.

Challenge:

Set a goal for yourself to network during this workshop and collect contact information from at least 10 new acquaintances.

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FAA Profile Sheet

Complete your profile below. Later, you'll have the opportunity to post it so that your colleagues can copy down your contact information to continue to network with you after this workshop.

1. Name

   _____

2. School/employer

   _____

3. Position

   _____

4. Phone number and e-mail address

   _____

5. Years/months as an FAA

   _____

6. Professional associations

   _____

7. Special or unusual programs (e.g., distance learning, accelerated learning, teacher certification, etc.) for which your office administers federal student financial aid

   _____

   _____

8. Financial aid processing system/software your office uses and your skill level

   _____

9. Funniest experience you've had as an FAA or the oddest question a student/parent has asked

   _____

   _____

   _____

10. Biggest challenge(s) you face in doing your job

    _____

    _____

FAA Experiences Inventory

Introduce yourself to your colleagues and find out who has had the following experiences. Write their names in the column to the left (use each name only once).

	Name and School	FAA Experiences
1		Subscribe to IFAP electronic updates
2		Access the Schools Portal daily
3		Can name a school that is a full participant in COD for 2002-2003
4		Attended the 2002 Tools for Ensuring Program Integrity Workshop
5		Subscribe to the FINAID-L listserv
6		Use FAA Access to CPS Online (FAA Access on the Web) to submit student applications and/or corrections
7		Posted or replied to a message on the FINAID-L listserv
8		Used the QA Tool for Verification software (to analyze your school's applicant errors)
9		Viewed at least one FSA videoconference or Web cast in the past year
10		Attended the 2002 NASFAA Conference in New Orleans
11		Used/referred to one of the FSA Self-Assessment modules
12		Responsible for accessing NSLDS Transfer Student Monitoring to monitor the status of your school's transfer students
13		Used FSA COACH to train yourself or your staff
14		Worked in financial aid for at least 10 years
15		FA office sends award letters to students electronically
16		Has given a presentation at a state or regional FAA association conference/meeting
17		Responsible for reconciling Pell Grant data
18		FAFSA is the only financial aid application your school requires student to complete
19		School offers one-stop shopping to students
20		Attended the 2002 NASFAA Conference in New Orleans and ate crawfish and/or went to Pat O'Brien's

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Personal Networking Directory

Use this space to jot down the contact information of new acquaintances you meet during the workshop.

	Name	School	Phone	E-mail
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

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Where to Find . . .

Use the space below to jot down notes about where to find the facilities that you'll use during the workshop.

Restrooms _____

_____

Vending machines _____

_____

Public telephones _____

_____

Places to eat lunch _____

_____

Area where smoking is allowed _____

_____

Other _____

_____

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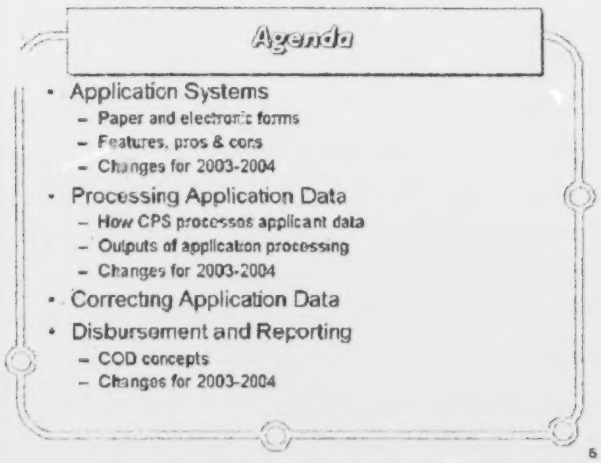

Welcome to "Delivery System"

This workshop is designed to enhance your knowledge about the system and processes used in applying for and delivering federal student financial aid. Each session highlights the important changes to the 2003-2004 award year and provides a lot of opportunities for you to practice and apply what you learn.

Also, you'll have the chance to become more familiar with lots of very helpful tools and resources that the U.S. Department of Education (ED) provides to help you and your colleagues be more successful at your jobs.

In addition to the tools and resources identified in each session, the appendices for the workshop contain helpful information, such as a glossary or steps on how to access a Web site and download software.

Delivery System Appendices—Table of Contents

Appendix A—2003-2004 Application & Delivery System Changes A-1
Appendix B—2003-2004 ISIR Comment Codes and Text B-1
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Appendix D—Required School Reporting D-1
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Appendix F—Glossary F-1
Appendix G—Acronyms G-1
Appendix H—Answer Keys H-1

Note:

Remember to keep your workshop evaluation form handy so that you can write down your feedback and comments throughout the day.

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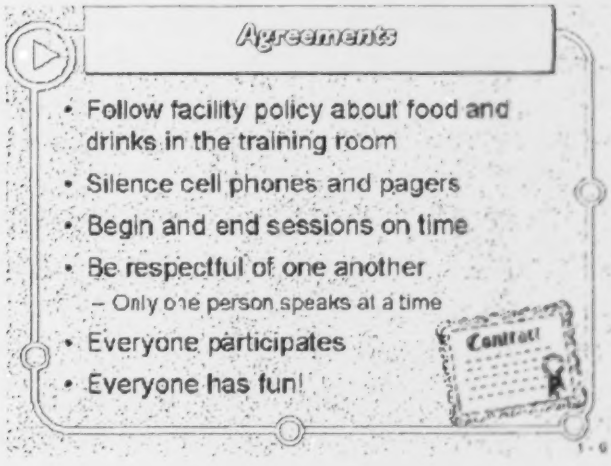
Agreements
• Follow facility policy about food and drinks in the training room
• Silence cell phones and pagers
• Begin and end sessions on time
• Be respectful of one another
– Only one person speaks at a time
• Everyone participates
• Everyone has fun!
Contract

Agreements

Establishing learning guidelines helps make this the most successful learning experience possible! The list below is a start. Please jot down additional suggestions that you think will be helpful and share them.

- ☑ Follow facility policy about food and drinks in the training room
- ☑ Silence cell phones and pagers
- ☑ Begin and end sessions on time
- ☑ Be respectful of one another (e.g., only one person speaks at a time)
- ☑ Everyone participates
- ☑ Everyone has fun!
- ☑ _____
- ☑ _____
- ☑ _____

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Session Key Learning Points

Following each session, take a moment to think about and write down the most important points you learned.

Application Systems

Processing Application Data

Correcting Application Data

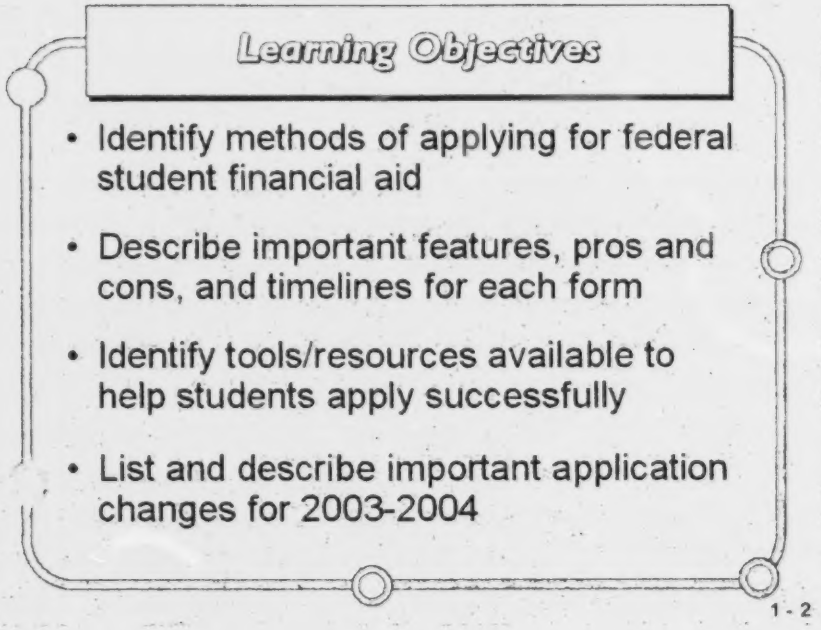
Disbursement and Reporting

Other Important Things I Learned Today

How can I use what I learned today at my job?

With whom should I share this information?

Session 1—Application Systems


Learning Objectives
• Identify methods of applying for federal student financial aid
• Describe important features, pros and cons, and timelines for each form
• Identify tools/resources available to help students apply successfully
• List and describe important application changes for 2003-2004
1 - 2

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Tools & Resources

2003-2004 application system (including changes to 2002-2003 application system)

- 2002 NASFAA Conference session handouts: **www.nasfaa.org** (instructions to access the presentations and handouts are in Appendix C)
  - 2003-2004 Application Processing System Update
  - 2003-2004 What's New with FOTW, the PIN and FAA Access to CPS Online
- FSAdownload: **fsadownload.ed.gov**
  - EDE Technical Reference
- FSA Schools Portal: **fsa4schools.ed.gov**
- FSA Delivery System videoconference tape or archived Web cast ordering information: **www.ed.gov/about/ordering.jsp**

Promotional literature - FAFSA on the Web Toolkit: www.ed.gov/about/ordering.jsp

FAFSA instructions

- Information for Financial Aid Professionals (IFAP): **ifap.ed.gov**
  - FSA Handbook: Application and Verification Guide, Chapters 1 and 2
- Pre-Application Worksheet for FAFSA on the Web: **fafsa.ed.gov**
- FSA Students Portal: **studentaid.ed.gov**

Acronyms

CPS (Central Processing System)

ED (U.S. Department of Education)

EFC (Expected Family Contribution)

FAA (Financial Aid Administrator)

FAFSA (Free Application for Federal Student Aid)

FOTW (FAFSA on the Web)

FSA (Federal Student Aid)

FSC (Federal School Code)

OPE-ID (Office of Postsecondary Education Identification)

ROTW (Renewal FAFSA on the Web)

SAR (Student Aid Report)

SNT (Simplified Needs Test)

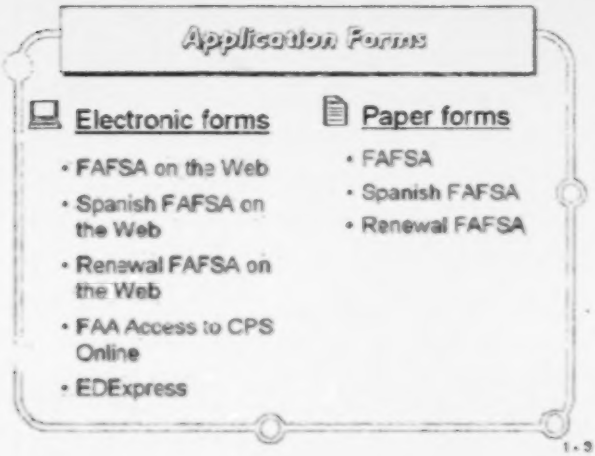
Key Terms

Automatic Zero EFC (Auto 0 EFC)

FAA Access to CPS Online

Title IV Programs

U.S. Department of Education PIN



Paper vs. Electronic Application Forms

Students have 2 methods of applying for federal student financial aid. The U.S. Department of Education's Office of Federal Student Aid (FSA) provides paper and electronic application forms.

The types of paper application forms include:

- Free Application for Federal Student Aid (FAFSA)
- Spanish FAFSA
- Renewal FAFSA (generally for students who applied in the previous year)

Note:

Schools can go online at **edpubs.org/bpos** *to order/re-order paper versions of both the FAFSA and the Spanish FAFSA (the school's OPE-ID is needed to access the site).*

For applicants with access to the Internet, electronic application forms provide the quickest, most efficient and error-free method of applying for federal student financial aid:

- FAFSA on the Web (FOTW)
- Spanish FAFSA on the Web (FOTW)
- Renewal FAFSA on the Web (ROTW)

So that students who complete paper forms can have a way of getting their applications processed electronically, FSA provides 2 electronic tools that schools can use to enter and electronically transmit application data for their students.

- FAA Access to CPS Online
- EDExpress software

Note:

Beginning in 2003-2004, FAFSA Express is no longer available.

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Paper vs. Electronic Application Forms

Paper Application Forms: Pros	*Paper Application Forms: Cons*
Electronic Application Forms: Pros	*Electronic Application Forms: Cons*
School Processing: Pros	*School Processing: Cons*

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FAFSA

We Help Put America Through School

July 1, 2003 — June 30, 2004

FREE APPLICATION FOR FEDERAL STUDENT AID

OMB # 1845-0001

Use this free form to apply for federal and state* student grants, work-study, and loans.

Apply free over the Internet at www.fafsa.ed.gov

STATE AID DEADLINES

AR April 1, 2003 (*date received*)
AZ June 30, 2004 (*date received*)
**CA For initial awards – March 2, 2003
For additional community college awards – September 2, 2003 (*date postmarked*)
* DC June 29, 2003 (*date received by state*)
DE April 15, 2003 (*date received*)
FL May 15, 2003 (*date postmarked*)
* IA July 1, 2003 (*date received*)
* IL First-time applicants – September 30, 2003
Continuing applicants – August 15, 2003 (*date received*)
IN March 10, 2003 (*date received, no longer date postmarked*)
**KS April 1, 2003 (*date received*)
* KY March 15, 2003 (*date received*)
**LA May 1, 2003
Final deadline – July 1, 2003 (date received)
**MA May 1, 2003 (*date received*)
MD March 1, 2003 (*date postmarked*)
ME May 1, 2003 (*date received*)
MI High school seniors – February 28, 2003
College students – March 21, 2003

1 If you are filing a **2002 federal income tax return,** we recommend that you complete it before filling out this form. However, you do not need to file your income tax return with the IRS before you submit this form.

If you or your family has **unusual circumstances not shown on this form** (such as loss of employment) that might affect your need for student financial aid, submit this form and then consult with the financial aid office at the college you plan to attend.

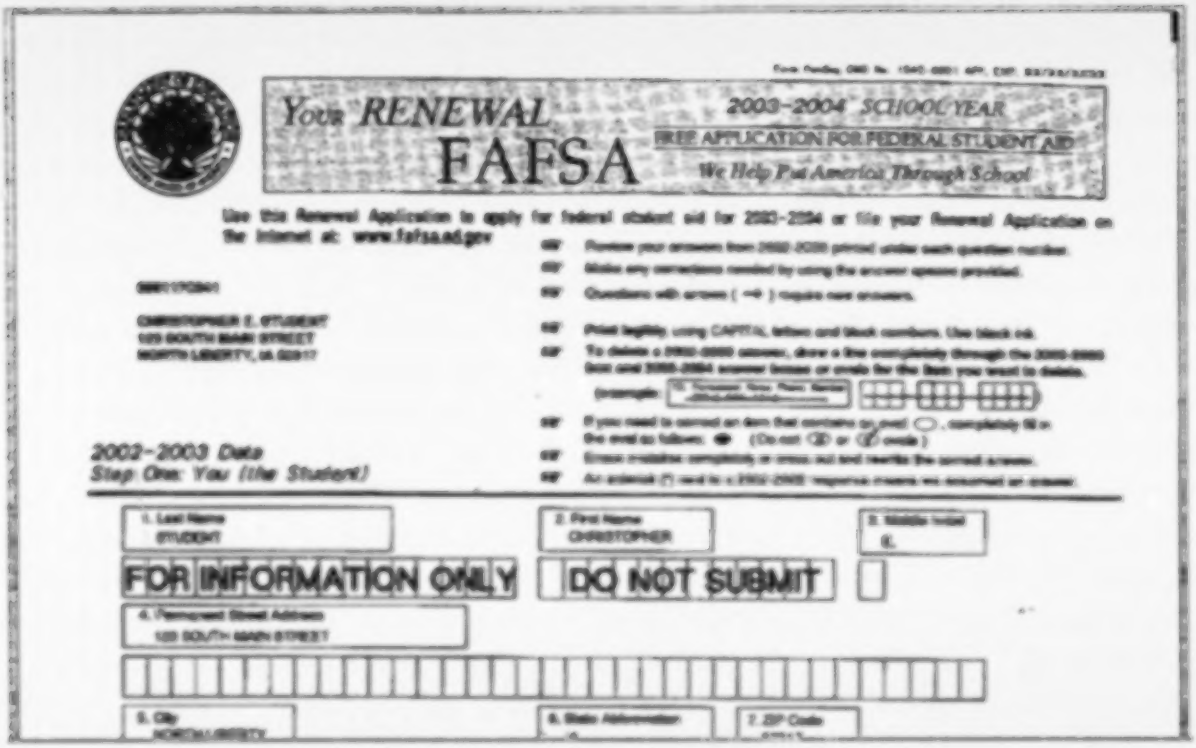
You may also use this form to apply for **aid from other sources, such as your state or college.** The deadlines for states (see table to right) or colleges may be as early as January 2003 and may differ. You may be required to complete additional forms. Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

2 Your answers on this form will be read electronically. Therefore:

- use black ink and fill in ovals

FAFSA and Spanish FAFSA

Important Features / Changes for 2003-2004	Important Dates



Your RENEWAL FAFSA

2003-2004 SCHOOL YEAR

FREE APPLICATION FOR FEDERAL STUDENT AID

We Help Put America Through School

Use this Renewal Application to apply for federal student aid for 2003-2004 or file your Renewal Application on the Internet at: www.fafsa.ed.gov

CHRISTOPHER E STUDENT
123 SOUTH MAIN STREET
NORTH LIBERTY, IA 52317

2002-2003 Data
Step One: You (the Student)

1. Last Name: STUDENT
2. First Name: CHRISTOPHER
3. Middle Initial: E
FOR INFORMATION ONLY
DO NOT SUBMIT
4. Permanent Street Address: 123 SOUTH MAIN STREET
5. City: NORTH LIBERTY
6. State Abbreviation:
7. ZIP Code:

Renewal FAFSA

Important Features / Changes for 2003-2004

Important Dates

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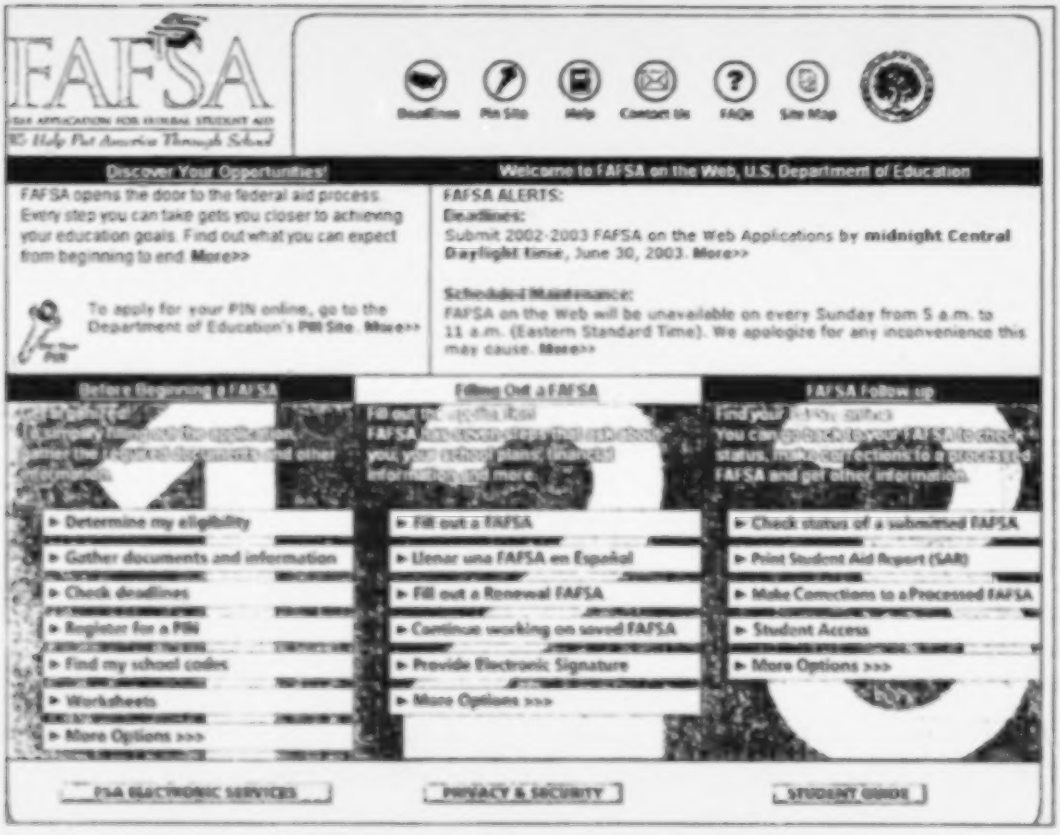
FAFSA
Deadlines
Pin Site
Help
Contact Us
FAQs
Site Map
Discover Your Opportunities!
Welcome to FAFSA on the Web, U.S. Department of Education
FAFSA opens the door to the federal aid process. Every step you can take gets you closer to achieving your education goals. Find out what you can expect from beginning to end. More>>
To apply for your PIN online, go to the Department of Education's PIN Site. More>>
FAFSA ALERTS:
Deadlines:
Submit 2002-2003 FAFSA on the Web Applications by midnight Central Daylight time, June 30, 2003. More>>
Scheduled Maintenance:
FAFSA on the Web will be unavailable on every Sunday from 5 a.m. to 11 a.m. (Eastern Standard Time). We apologize for any inconvenience this may cause. More>>
Before Beginning a FAFSA
Filling Out a FAFSA
FAFSA Follow up
▸ Determine my eligibility
▸ Gather documents and information
▸ Check deadlines
▸ Register for a PIN
▸ Find my school codes
▸ Worksheets
▸ More Options >>>
▸ Fill out a FAFSA
▸ Llenar una FAFSA en Español
▸ Fill out a Renewal FAFSA
▸ Continue working on saved FAFSA
▸ Provide Electronic Signature
▸ More Options >>>
▸ Check status of a submitted FAFSA
▸ Print Student Aid Report (SAR)
▸ Make Corrections to a Processed FAFSA
▸ Student Access
▸ More Options >>>
FSA ELECTRONIC SERVICES
PRIVACY & SECURITY
STUDENT GUIDE

FAFSA on the Web: fafsa.ed.gov

Important Features / Changes for 2003-2004

Important Dates

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CPS *Web Applications*
Demo System

Welcome to the Department of Education's CPS Web Applications Demo System

This Web site is brought to you as part of the U.S. Department of Education's efforts to make its processing systems available to the financial aid community in a demonstration environment. This will allow users to become familiarized with the CPS Web Applications products available to federal financial aid applicants. This site offers all the functionality features of the production site.

However, 2002-2003 applications are not available on the Demo system. The submitted applications are not processed and the data is deleted daily from the demo server. Processes that depend on historical data such as renewal applications, correction applications, SAR duplicate requests, application status check and electronic signature submittals have been assigned an assortment of preloaded test data. These student IDs and PINs are given below.

Printed signature pages include a 'test sample' watermark and should **NOT** be mailed to the processor. The demo signature page is **NOT** accepted or processed. Also, an estimated EFC is **NOT** calculated after an application is submitted. The EFC value is always 99999 for any test case on the fafsademo site.

Preloaded Test Data

2003 - 2004 Renewal FAFSA on the Web

Test Case	SSN	Name ID	DOB	PIN	Dependency Model
1	393-04-0005	DA	08211980	1681	Dependent
2	593-04-0011	MO	08211980	1271	Dependent
3	200-10-4101	FI	05051980	1188	Dependent

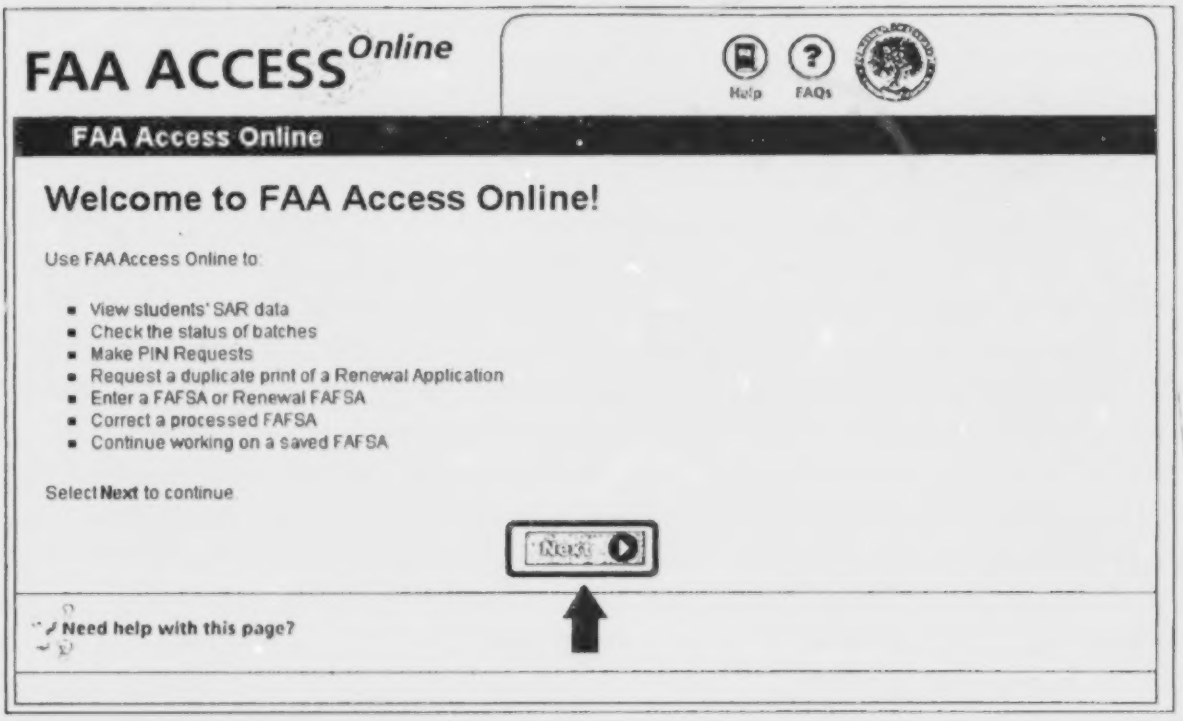
FOTW Demo Site: fafsademo.test.ed.gov

User name = eddemo Password = fafsatest

Use this site to demonstrate to staff, students, parents and high school guidance counselors how to complete and submit FOTW, check the status of an application, search for Federal School Codes, make corrections on the Web, check Student Aid Report (SAR) information, etc.

Important Features / Changes for 2003-2004

Important Dates


FAA ACCESS Online
Help
FAQs
FAA Access Online
Welcome to FAA Access Online!
Use FAA Access Online to:
View students' SAR data
Check the status of batches
Make PIN Requests
Request a duplicate print of a Renewal Application
Enter a FAFSA or Renewal FAFSA
Correct a processed FAFSA
Continue working on a saved FAFSA
Select Next to continue.
Next
Need help with this page?

FAA Access to CPS Online: fafsa.ed.gov/FAA/faa.htm

Note: *Refer to page C-11 and C-13 of Appendix C for instructions on accessing FAA Access to CPS Online and DPA Enroll Additional Users to FAA Access to CPS Online.*

Important Features / Changes for 2003-2004	Important Dates

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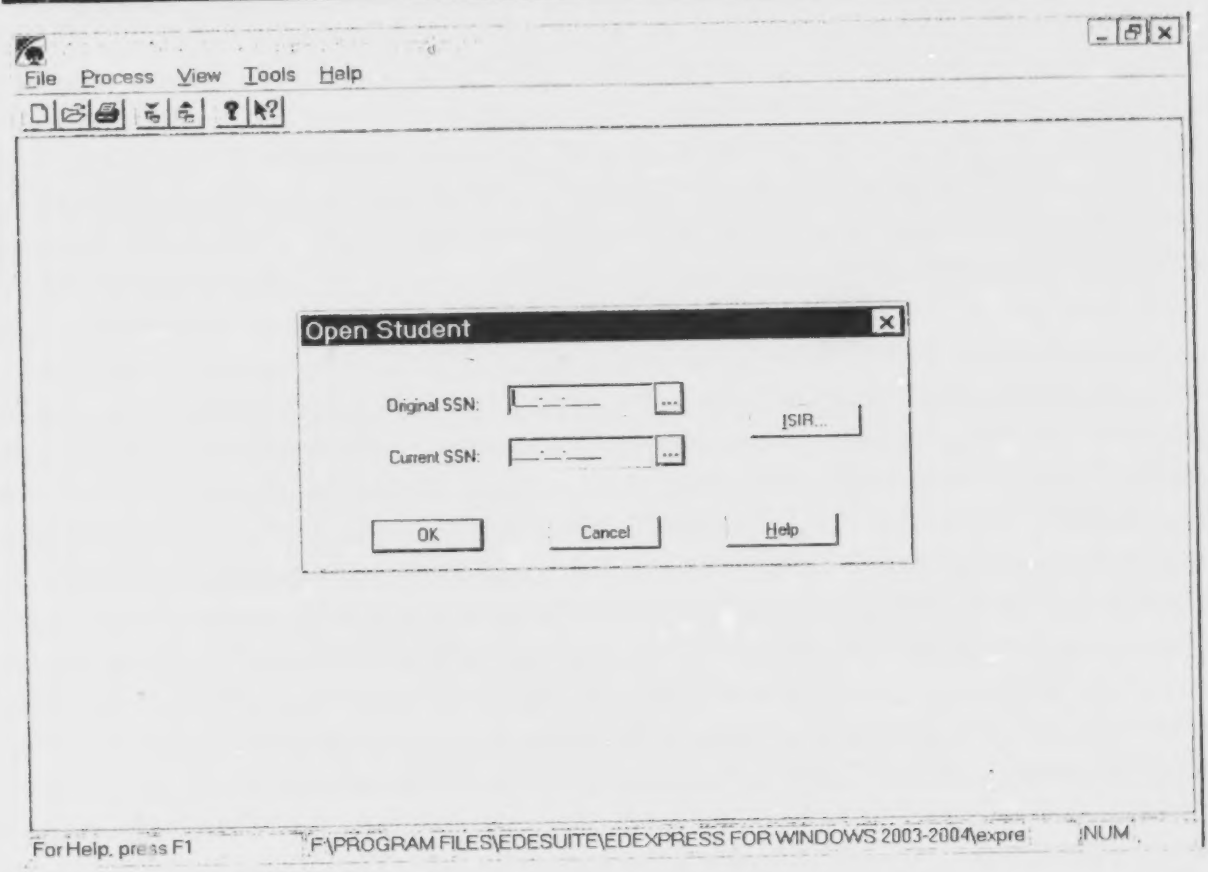

EDExpress: fsadownload.ed.gov

Important Features / Changes for 2003-2004

Important Dates

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How Should These Students Apply?

Read through each scenario and mark the application method(s) that seem to be most appropriate for the student. (Hint: there may be more than one answer.)

1. Jared is a high school senior at FSA High School. He asked his guidance counselor for assistance in completing the application for federal student aid. This is the first time either Jared or his counselor has completed an application. Looking at the paper application, they would both like more support in interpreting the questions. The guidance office is equipped with computers and Web access.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

2. Lynda will be a junior studying Finance at FSAU – South in the upcoming academic year. This is the first year she is applying for aid. After hearing about hackers and identity theft, Lynda is adamant about not filing electronically.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

3. Joan, an FAA at FSAU – Northeast, was assigned a student who sent in his own completed application last year. Joan remembers that he had quite a few problems with his application. She wants to help the student get his application processed more quickly this time around.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

4. Thomas, hoping to be a student at FSAU – North, spent several hours completing his first paper application. The entire time he wondered, "Does this question really apply?" and "Why am I filling in this one?" This year Thomas would like to know that he is completing only what is necessary.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

5. Julio is bilingual, but feels more comfortable in his native tongue, Spanish, especially since this is his first time to complete such an important application. Julio is in no particular hurry for the information, since he planned in advance. He also is computer-literate and feels comfortable with the security the Internet provides.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

WELCOME TO
PIN REGISTRATION
PIN REQUEST AND INFORMATION
CHANGE INTERNET ACCESS
CONTACT US
SECURITY
US DEPARTMENT OF EDUCATION
FINANCIAL AID FOR STUDENTS
STUDENT GUIDE
FSA ELECTRONIC SERVICES
This web site is your source of information for the U.S. Department of Education PIN. Select one of these links for more information about what the PIN is and where you can use it or select the PIN Frequently Asked Questions link.
If you have never received a U.S. Department of Education PIN or you are unsure if you already have a PIN, please select Apply for PIN to receive one. By accepting this PIN you agree to not disclose or share your PIN with anyone. Because your PIN serves as your electronic signature and provides access to your personal records, you should never give your PIN to anyone. Be sure to keep your PIN in a safe place; you will be able to use the same PIN in the future to apply electronically for student aid and access your U.S. Department of Education records.
If you have received a PIN previously but no longer have access to it, select PIN Request and Information from the menu list on the left side of this page.
APPLY FOR PIN
CHANGE PIN
PIN FAQ'S

PIN Registration: pin.ed.gov

Note: *Refer to pages C-9 and C-10 of Appendix C for instructions on Requesting a New PIN and Requesting a Subsequent PIN.*

Important Features / Changes for 2003-2004	Important Dates

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How Much Do You Know About PINs?

Read each scenario and answer the corresponding question to check what you know about PINs.

1. Joan, the FAA, is in graduate school and has 2 children who are undergraduates at the same school. How many PINs does Joan need?

2. Suzanne lost her PIN. What should she do if she still wants to sign her application electronically and track the status?

3. Gia received her PIN notification e-mail link, but when she attempted to access it, she got the message 'No Match Found.' What could be the problem?

4. Reginald accessed pin.ed.gov to see what was available to him. What can a student do at pin.ed.gov?

5. What system can Jan access with her PIN to get her student loan information?

Session Key Learning Points

Retrieve your Session Key Learning Points handout. Under the Application Systems section, write down the most important points you learned in this session.

Challenge:

What Web resource pertains specifically to students? What is the Web address?

Note:

Refer to page C-2 of Appendix C for a compiled list of Web site resources mentioned throughout this workshop.

Session 2—Processing Application Data

Learning Objectives

- Review how the CPS processes 2003-2004 applicant data and identify the types of output documents produced
- Explain the results of application processing
- Identify and explain how to resolve common data problems
- Identify important application processing changes for 2003-2004

2 - 2

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Tools & Resources

2003-2004 application system (including changes to 2002-2003 application system)

- 2002 NASFAA Conference session handouts: **www.nasfaa.org** (instructions to access the presentations and handouts are in Appendix C)
  - 2003-2004 Application Processing System Update session handout
  - 2003-2004 Resolving Student Eligibility Issues
  - 2003-2004 What's New with FOTW, the PIN and FAA Access Online
- FSAdownload: **fsadownload.ed.gov**
  - EDE Technical Reference
  - SAR/ISIR Comment Codes and Text
- FSA Schools Portal: **fsa4schools.ed.gov**

Application process and interpreting application data

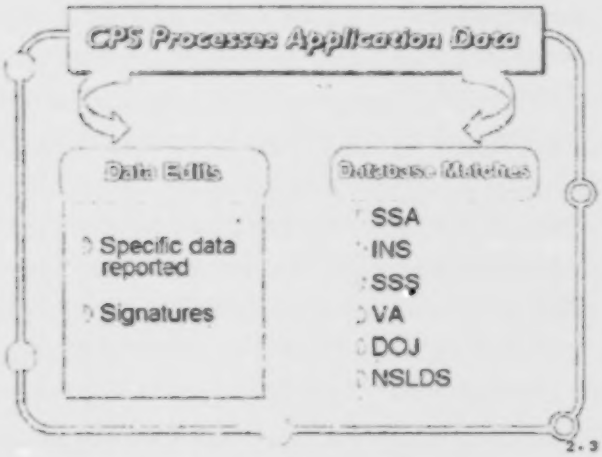
- Information for Financial Aid Professionals (IFAP): **ifap.ed.gov**
  - FSA Handbook: Application and Verification Guide
  - Appendix C contains instructions on Subscribing to IFAP Updates
- 2003-2004 ISIR Comment Codes and Text (Appendix B)

Acronyms

AGI (Adjusted Gross Income)
CPS (Central Processing System)
DOJ (Department of Justice)
DRN (Data Release Number)
EFC (Expected Family Contribution)
FAA (Financial Aid Administrator)
FSA (Federal Student Aid)
INS (Immigration and Naturalization Service)
IRS (Internal Revenue Service)
ISIR (Institutional Student Information Record)
NSLDS (National Student Loan Data System)
SAR (Student Aid Report)
SSA (Social Security Administration)
SSN (Social Security Number)
SSS (Selective Service System)
VA (U.S. Department of Veterans Affairs)

Key Terms

Comment Code
Comment Code Text (also Comment Text)
Compute Rejects (also Data Rejects)
Data Assumptions (also Assumptions)
Data Highlights (also Highlights)
Database Matches
INS Secondary Confirmation Flag
Match Flags
Output Document
Valid Output Document
Verification
Verification Flag
Verification Tracking Flag



CPS Processes Application Data

When the Central Processing System (CPS) processes data from student aid applications, two separate processes take place.

- The CPS checks or edits the data to make sure it's complete and consistent and that the application has the required signature(s). The CPS then uses the edited data to determine the student's dependency status and to calculate the Expected Family Contribution (EFC).
- The CPS sends the data out to be matched against the databases of other agencies to verify the applicant's identity and eligibility for federal student aid.

CPS Performs Database Matches

The Social Security Administration (SSA) confirms the student's Social Security number (SSN), name, date of birth, and U.S. citizenship. The SSA also reports if a date of death corresponds to the student's SSN. While the match with SSA confirms U.S. citizenship, the match with the Immigration and Naturalization Service (INS) confirms eligible noncitizen status.

The data match with the Selective Service System (SSS) confirms Selective Service registration for males 18 through 25 years old, while a match with Veteran's Affairs (VA) confirms an applicant's status as a veteran of the U.S. Armed Forces.

Note:

Keep in mind that the definition of a veteran for federal student aid purposes is different than the VA's definition. The definition used by the FSA (Federal Student Aid) applies only when its criteria is needed to qualify the student as independent.

A database match with the Department of Justice (DOJ) checks for drug abuse offenses that relate to the Anti-Drug Abuse Act of 1988 and that impact student aid eligibility.

Note:

The data match with the DOJ does not pertain to question #35 on the FAFSA.

Finally, a database match is also made with the National Student Loan Data System (NSLDS). NSLDS provides information about financial aid history, award overpayments and loan defaults.

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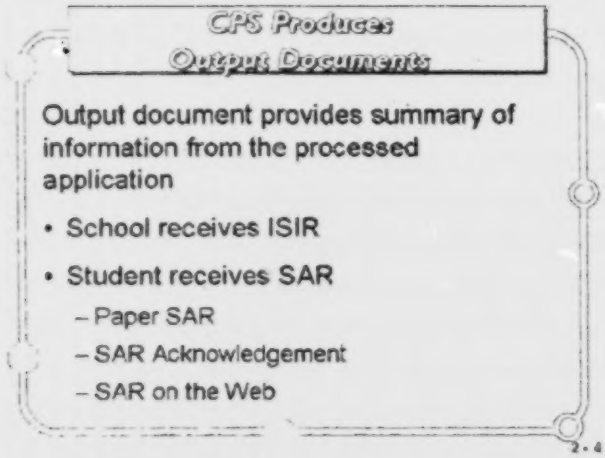
CPS Produces Output Documents
Output document provides summary of information from the processed application
• School receives ISIR
• Student receives SAR
– Paper SAR
– SAR Acknowledgement
– SAR on the Web
2-4

CPS Produces Output Documents

After the application data is processed (database matches and data edits are performed), the CPS produces output documents that are sent to both the student and the school. The school receives the processed application data in the form of the Institutional Student Information Record (ISIR), while the student receives the Student Aid Report (SAR).

Both the ISIR and SAR report the processed data values (results) for each field /question on the FAFSA and include explanatory comments/text. Financial aid administrators (FAAs) must review this information to determine the student's basic eligibility for federal student financial aid.

The form and manner in which the student receives the SAR depends on how the student applied (paper vs. the Web) and on whether the student reported an e-mail address. If the student reported an e-mail address, the student's SAR is provided via the Web (access to SAR on the Web requires the student's SSN, first two letters of the last name, and date of birth). If a student does not provide an e-mail address, a paper SAR or SAR Acknowledgement is mailed to the student.

The following table summarizes the types of output document students receive, assuming that signatures are provided and that a full match with SSA (name, SSN, date of birth) is successful.

Application Type	E-mail Address	Type of Output Document Received	Type of PIN Received
Paper FAFSA **Renewal FAFSA** **FAFSA on the Web** **Renewal FAFSA on the Web** **EDExpress** **FAA Access to CPS Online**	No	Paper SAR or SAR Acknowledgement	PIN Mailer
	Yes	E-mail with link to SAR on the Web	E-mail with link to PIN on the Web
Paper SAR corrections **Corrections on the Web** **Corrections via EDExpress** **Correction via FAA Access to CPS Online**	No	Paper SAR or SAR Acknowledgement	N/A
	Yes	E-mail with link to SAR on the Web	N/A

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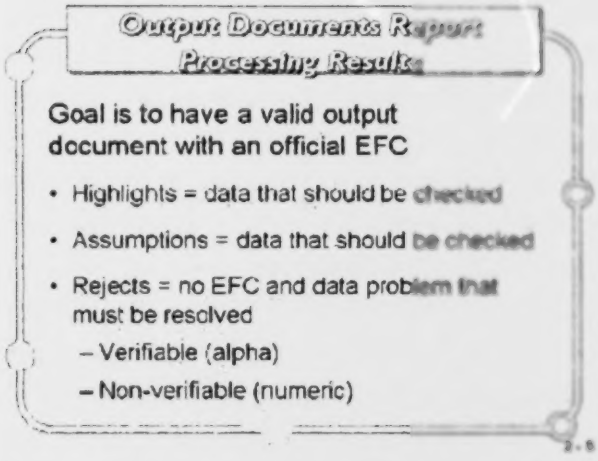
Output Documents Report Processing Results
Goal is to have a valid output document with an official EFC
• Highlights = data that should be checked
• Assumptions = data that should be checked
• Rejects = no EFC and data problem that must be resolved
– Verifiable (alpha)
– Non-verifiable (numeric)
2-5

Output Documents Report Processing Results

For the school and the student alike, the ultimate goal of application processing is to have the CPS produce a valid output document (ISIR or SAR) with an official EFC. A valid ISIR or SAR is one for which all the information used to calculate the applicant's EFC is accurate and complete as of the date the application is signed.

Sometimes the output document indicates issues resulting from the data edits and/or the data matches the CPS performs. Many of these issues, such as rejects, impact the student's eligibility for federal student aid and must be resolved. Other issues, such as highlights and assumptions, just need to be reviewed.

Highlights and Assumptions

A highlight is intended to bring attention to a specific value for a field/question. The highlight is generated during data edits because the data in question is missing or contradictory, and it appears on the ISIR as an "h" next to the field(s) in question and on the SAR as bold text.

Sometimes when data is questionable, the CPS is able to make an assumption about what the correct value for the question should be. Then the CPS uses the assumed value in the EFC calculation. An assumption is indicated next to the field in question by an "•" (asterisk) on the ISIR and by the word "Assumed" on the SAR. Students should review all assumed values to make sure they're correct.

Rejects

Compute rejects (also referred to as data rejects *or* rejects) occur because data (such as a signature) is missing, is questionable or seems inconsistent. As the result of a reject, the CPS can't calculate the EFC. There are two types of rejects.

- Verifiable Reject (alpha reject code) - Indicates that the student must submit either corrected or verified data (e.g., by writing in the value again), *or* the school must submit the appropriate Reject Override code (A, B, C, N, W) corresponding to the specific reject
- Non-verifiable Reject (numeric reject code) - Indicates that the data must be corrected before a valid ISIR can be generated

Each reject has a corresponding reject code that displays in the FAA Information section of the ISIR and SAR and should be reviewed by the FAA.

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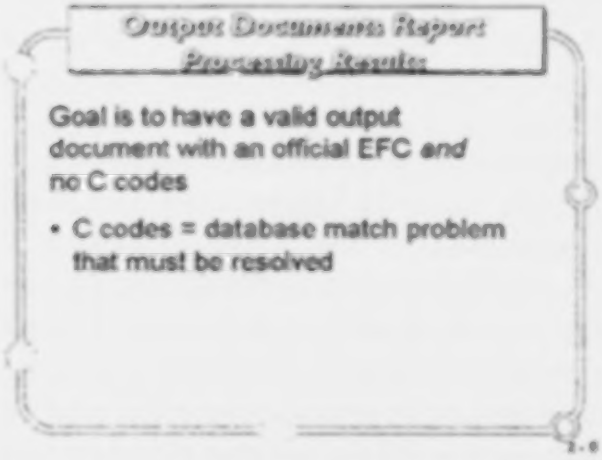
Output Documents Report Processing Results
Goal is to have a valid output document with an official EFC *and* no C codes
• C codes = database match problem that must be resolved
2-6

Output Documents Report Processing Results (continued)

Just as the results of the data edits the CPS performs are reported on the ISIR and SAR, so are the results of the database matches with other agencies. The results of the each database match show up as Match Flag values. In addition, if there is a problem with a database match, a "C" code is generated and prints next to the EFC.

Like a reject, a "C" code indicates a potential problem with the student's eligibility and must be resolved.

Challenge:

Does resolving a data match problem reported on a particular ISIR mean that the "C" code will go away when new/corrected application data is submitted to the CPS? Why or why not?

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NEW! Database Matches 2003-2004

- INS Sec. Confirmation match flag P = secondary confirmation still in progress
- NSLDS match flag 5 = real-time transaction not matched against NSLDS
- NSLDS postscreening process starts earlier and occurs more often
  - Added 3 postscreening reason codes

2-7

2003-2004 Changes to Database Matches

For 2003-2004, several changes pertaining to database matches are implemented.

The match with the INS to determine eligible noncitizen status works like this:

- CPS sends the request for the initial confirmation to INS.
- If eligible noncitizen status is not confirmed through primary confirmation, the CPS automatically sends INS a request for secondary confirmation.
  - NEW! Beginning in 2003-2004, the CPS holds the record for up to three compute cycles (72 hours), pending the results of the automated secondary confirmation with INS, before sending the ISIR to the school.
  - If the INS is unable to confirm the applicant's eligible noncitizen status within 3 compute cycles, the CPS processes SARs and ISIRs with an INS Secondary Confirmation Match Flag "P" to indicate that the Secondary Confirmation is still in progress.
  - Once the INS provides secondary confirmation results, the CPS sends system-generated SARs and ISIRs indicating the match results.

The database match with NSLDS includes the following changes:

NEW!
- NSLDS Match Flag "5" indicates a real-time transaction that wasn't sent to NSLDS
- 3 new postscreening reason codes are added

Important Notes:

Due to repeated unsuccessful attempts to conduct matches with the prison systems, the prisoner match is officially eliminated for the 2003-2004 award year.

Because the CPS anticipates implementing a match with the Internal Revenue Service (IRS), several new data edits are implemented in the 2003-2004 award year (see page 6 of Appendix A).

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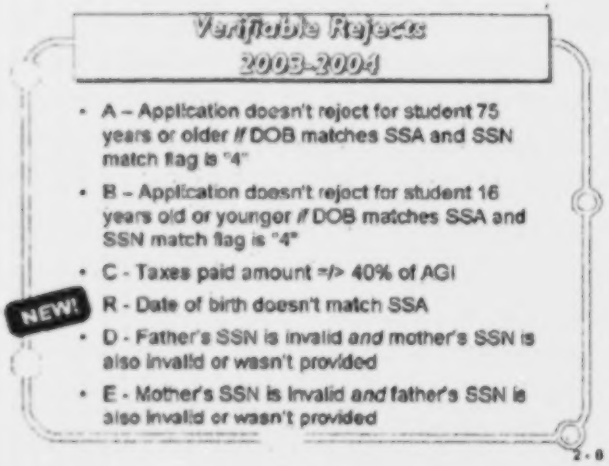
Verifiable Rejects
2003-2004
• A – Application doesn't reject for student 75 years or older if DOB matches SSA and SSN match flag is "4"
• B – Application doesn't reject for student 16 years old or younger if DOB matches SSA and SSN match flag is "4"
• C - Taxes paid amount =/> 40% of AGI
NEW!
R - Date of birth doesn't match SSA
• D - Father's SSN is invalid and mother's SSN is also invalid or wasn't provided
• E - Mother's SSN is invalid and father's SSN is also invalid or wasn't provided
2 - 8

2003-2004 Verifiable Rejects

Changes to the verifiable rejects for 2003-2004 are listed in Appendix A, while a complete list of all 2003-2004 verifiable reject codes, reject override codes, reject reasons, actions for resolving the rejects and corresponding ISIR comment codes is provided in Appendix C.

Note:

For 2003-2004, the ISIR displays the verification tracking flag. This flag indicates the extent to which the application meets ED's verification selection criteria.

Challenge:

Assume that the applications of two students, Emma and Marcel, were selected for verification by the CPS. Emma's ISIR indicates a value of 25 for the verification tracking flag, while Marcel's indicates a value of 79. What does this difference in the two values indicate?

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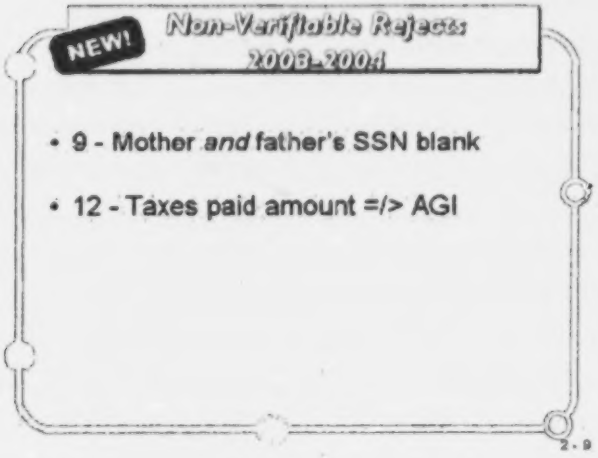

2003-2004 Non-Verifiable Rejects

Changes to the non-verifiable rejects for 2003-2004 are listed in Appendix A, while a complete list of all 2003-2004 non-verifiable reject codes, reject reasons, actions for resolving the rejects and corresponding ISIR comment codes is provided in Appendix C.

Challenge:

Another change for 2003-2004 pertains to the placement of the DRN on the ISIR/SAR. For 2003-2004, where does the DRN display?

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Resolving ISIR Problems

T-Rex, a new coworker at FSA University, ran a report to identify ISIR problems based on comment codes associated with rejects and data matches. She asked for your help determining what the problems are and what needs to be done about them. Using this report and Appendix B (2003-2004 ISIR Comment Codes and Text), determine which issues pertain to each comment code (C code, data match problem and/or data reject); identify the problem(s); then write down for T-Rex exactly what action needs to be taken to clear up the problem(s). Note any assumptions you make under the Resolution column.

Report Date: 10/19/2003 FSAU PAGE: 1
Report Time: 16:44:49

REJECTS AND DATA MATCH PROBLEMS

SORT: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NO	TRANS #	PROCESSED DATE	TRANS TYPE	EFC	DEP
ERICKSON	KATHY		248-22-3503	12	08/06/2003	1		X
COMMENT CODES: 089, 109								
ZIMMERMAN	AMY	A	270-75-3134	02	06/12/2003	1	2909	D
COMMENT CODES: 166								
VENTURI	MARCEL	H	288-59-4787	01	06/10/2003	1	467	I
COMMENT CODES: 138								
ROMANO	GAIL	G	309-97-9889	01	06/27/2003	1	12768	D
COMMENT CODES: 060								
TOWNSEND	ISAAC	H	358-58-2922	01	06/27/2003	1		Y
COMMENT CODES: 050, 114								
TURNBULL	ANGIE	E	606-05-8235	03	07/11/2003	1		X
COMMENT CODES: 111								
COTTIER	EMMA	L	397-87-5762	01	06/20/2003	1	4715	D
COMMENT CODES: 049								

Note:

Refer to the column marked DEP (dependency status) in the report above. The value "X" indicates a dependent student whose application rejected, while the value "Y" indicates an independent student whose application rejected.

#	Student	Comment Codes	Match Flags	Generated C code?	Reject #	Problem Identified & Resolution
1	Kathy Erickson					
2	Amy Zimmerman					
3	Marcel Venturi					
4	Gail Romano					
5	Isaac Townsend					
6	Angie Turnbull					
7	Emma Cottier					

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Session Key Learning Points

Retrieve your Session Key Learning Points handout. Under the Processing Application Data section, write down the most important points you learned in this session.

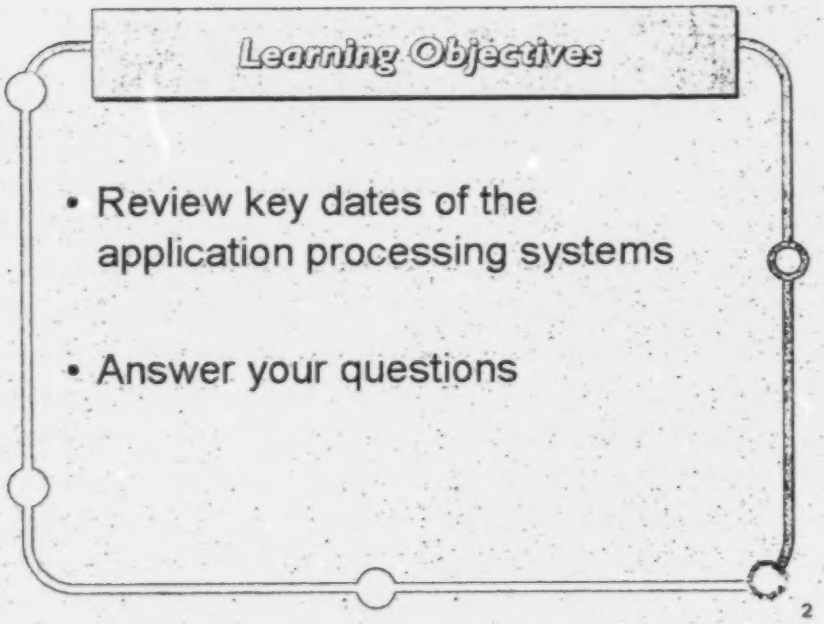
Challenge:

For 2003-2004, how many NSLDS postscreening reason codes can be displayed at one time on the ISIR?

Note:

Take some time during the upcoming break to talk with other learners and get more contact information for your Personal Working Directory!

Review



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Delivery System Review

Use the table below to keep score as your group earns points for answering review questions correctly. The number of each review question displays on the corresponding PowerPoint slide.

Question	Complete Answer	Points
1	month / day / year	
2	month / day	
3	month / day	
4	month / year	
5	month / day / year	
6	month / day	
7	month / day / year	
8	month / year	
9	month / year	
10	month / year	
11	month / day / year	
12	month / day / year	
13	month / day	
14	month / year	
15	month / year	
16	month / day	
17	month / day	
18	month / year	
19	month / day / year	
20	month / day / year	
21	month / day / year	
22	month / day / year	
23	month / day / year	
24	month / day / year	
25	month / year	
Total Points		

Note:

Appendix E contains the 2003-2004 Award Year Master Calendar of Events for the federal student financial aid application processing and delivery systems.

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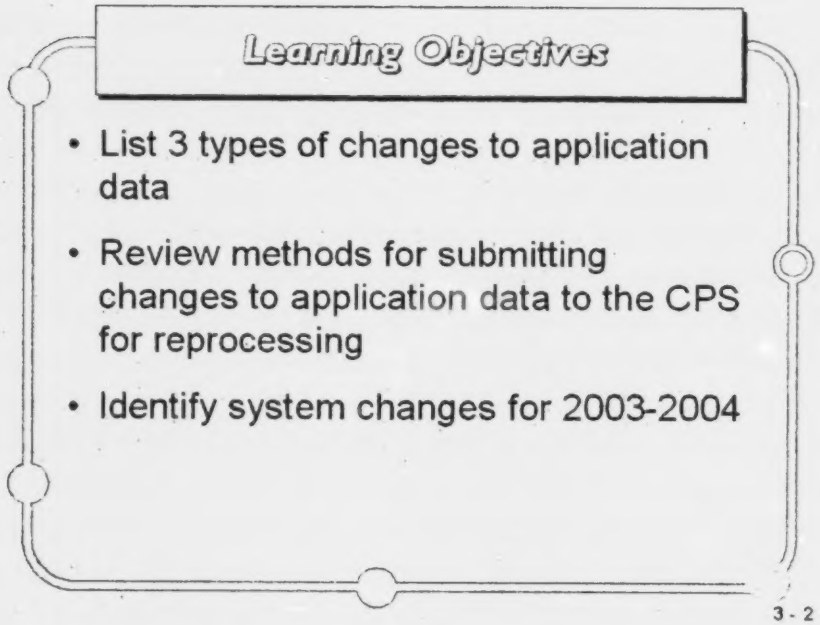
Session 3—Correcting Application Data


Learning Objectives
• List 3 types of changes to application data
• Review methods for submitting changes to application data to the CPS for reprocessing
• Identify system changes for 2003-2004
3 - 2

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Tools & Resources

2003-2004 application system (including changes to 2002-2003 application system)

- 2002 NASFAA Conference session handouts: **www.nasfaa.org** (instructions to access the presentations and handouts are in Appendix C)
  - 2003-2004 Application Processing System Update session handout
- EAC Conference session handouts through **fsa4schools.ed.gov**
- Information for Financial Aid Professionals at **ifap.ed.gov**
- FSAdownload: **fsadownload.ed.gov**
  - EDE Technical Reference
- FSATech: **www.ed.gov/offices/OSFAP/services/fsatechsubscribe.html** (see page C-20 of Appendix C for instructions on subscribing to the FSATech Electronic Newsletter)

Changing application data

- FAA Access to CPS Online: **fafsa.ed.gov/FAA/faa.htm**
- Information for Financial Aid Professionals (IFAP): **ifap.ed.gov**
  - ISIR Guide
  - FSA Handbook: Application and Verification Guide
- FSA Schools Portal: **fsa4schools.ed.gov**

Interpreting application data

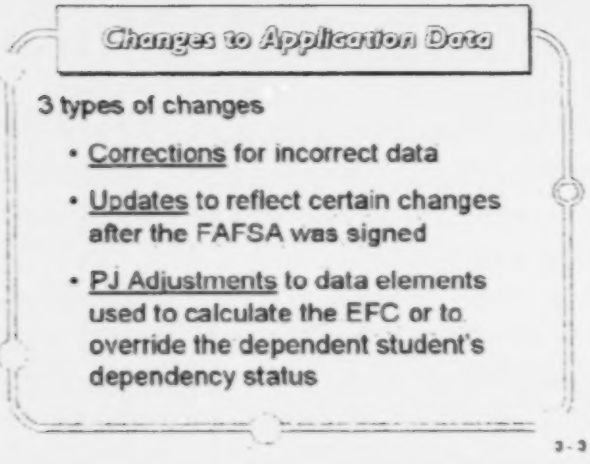
- 2003-2004 ISIR Comment Codes and Text (Appendix B)

Acronyms

PJ (Professional Judgment)

Key Terms

Assumption Override
Conflicting Information
Correction
Corrections on the Web
Dependency Override
FAA Adjustment (for Professional Judgment)
Reject Override
Update


Changes to Application Data
3 types of changes
• Corrections for incorrect data
• Updates to reflect certain changes after the FAFSA was signed
• PJ Adjustments to data elements used to calculate the EFC or to override the dependent student's dependency status
3-3

Changes to Applicant Data

There are 3 types of changes that are made to applicant data: Corrections, Updates and Professional Judgment (PJ) Adjustments. Generally, only incorrect information or data can be changed after the application is filed.

Corrections correspond to application errors or incorrect information. Examples include:

- Student provided incorrect or incomplete information
- Processor incorrectly scanned or entered the information
- Student's mailing address, phone number or e-mail address changed

Updates correspond to changes, under certain conditions, to the family's situation after the FAFSA was signed. These changes generally are limited to:

- Dependency status—for reasons other than the student's getting married (e.g., student has a child, becomes a veteran, becomes a graduate student, parents die and student becomes an orphan)
- Household size—only if the application is selected for verification
- Number of children in college—only if the application is selected for verification

Updates to household size and number of children in college are not made if they result from a change in the student's marital status.

PJ Adjustments correspond to those changes to FAFSA data elements (e.g., income or assets), used to calculate the EFC, that the FAA makes based on the student's special circumstances. PJ Adjustments also pertain to overriding a student's dependency status from dependent to independent.

Note:

See the Application and Verification Guide in the Federal Student Aid Handbook for more information about corrections, updates and PJ adjustments.

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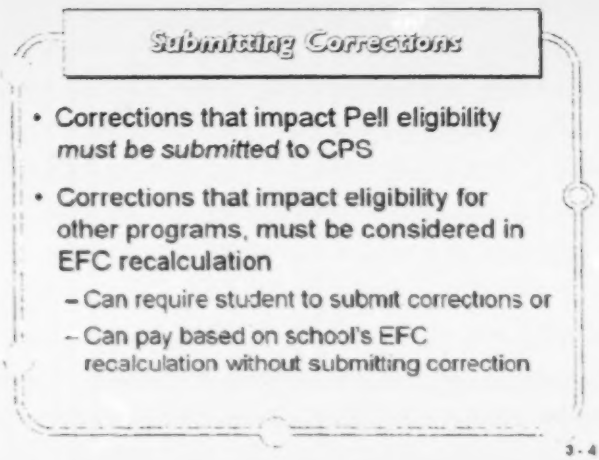
Submitting Corrections
• Corrections that impact Pell eligibility must be submitted to CPS
• Corrections that impact eligibility for other programs, must be considered in EFC recalculation
– Can require student to submit corrections or
– Can pay based on school's EFC recalculation without submitting correction
3 - 4

Submitting Corrections

Generally, the only corrections that *must be submitted* to CPS are those that decrease the student's Pell Grant eligibility. For other programs, the school must determine if the corrections impact the EFC and aid eligibility. The school may have to:

- *Recalculate the EFC* without having to submit data changes to the CPS for reprocessing
- *Update* non-dollar items (household size, number in college and dependency status, except as a result of the student's marital status) in the CPS
- *Correct* dollar items (AGI, taxes paid, untaxed income) in the CPS

When data errors are the result of the verification process *and* the errors are *within the acceptable verification tolerance*, the school is not required to recalculate the EFC, nor is the school required to submit corrections to the CPS for reprocessing.

If data errors, again as a result of verification, are *not within the acceptable verification tolerance*, the action a school takes depends on the change to the student's EFC and/or the kind of Title IV aid the student receives. Such actions include:

- If Pell Grant eligibility decreases (i.e., EFC increases), corrections must be submitted.
- If Pell Grant eligibility increases (i.e., EFC decreases), corrections must be submitted only if the school wants to pay the student the higher amount.
- If the student receives need-based Title IV aid other than the Pell Grant, the school must recalculate the EFC, but is not required to submit corrections to the CPS (however, the school is liable for any overpayment resulting from the school's recalculation error).

Notes:

Students must submit corrections to the CPS if the Social Security number is wrong or if there were problems with application questions (e.g., citizenship) that impact data matches.

Refer to the Application and Verification Guide from the Federal Student Aid Handbook for more information on verification tolerance.

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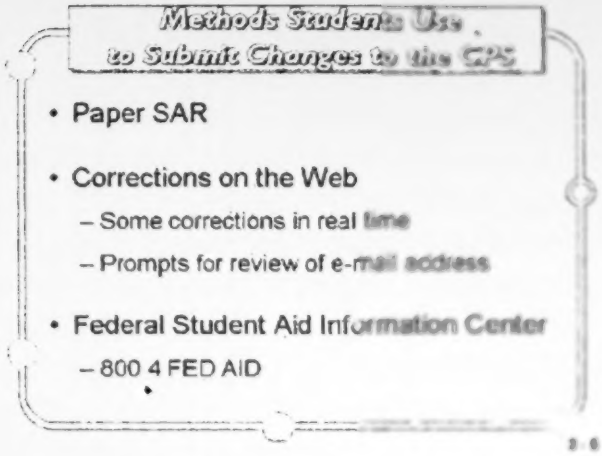
Methods Students Use to Submit Changes to the CPS
• Paper SAR
• Corrections on the Web
– Some corrections in real time
– Prompts for review of e-mail address
• Federal Student Aid Information Center
– 800 4 FED AID

Submitting Changes to the CPS - Student

The next couple of pages cover the multiple methods available to both students and schools for submitting data changes to CPS for reprocessing.

Students can update or correct a paper SAR, sign it and submit it to the CPS, or they can work through their schools.

Using their assigned PIN, students can also access Corrections on the Web (COTW) to make corrections online. Dependent students only need a parent's signature (paper or electronic) if the parental information is corrected.

There have been some important changes made to Corrections on the Web for 2003-2004:

- Changes are processed in real time for transactions that don't require initial database matches
  - For transactions processed in real time, the NSLDS screening match occurs within 1 week
  - CPS edits are applied immediately
  - *Official* EFC is provided instantaneously
  - Data is processed and ISIR is provided to school in the daily batch transmissions

NEW!

- The student is automatically prompted to review their e-mail address and update it, if needed
- If the student tries to update or correct a transaction that resulted from the school's correction a more strongly worded pop-up message displays

In addition, students can call 1-800-4 FED AID (Federal Student Aid Information Center) to make certain corrections/changes over the phone:

- Change physical and/or e-mail address
- Add federal school codes
- Change answer to drug question #35
- Request a duplicate SAR

All of these changes, except requesting a duplicate SAR, require a DRN to verify the student's identity.

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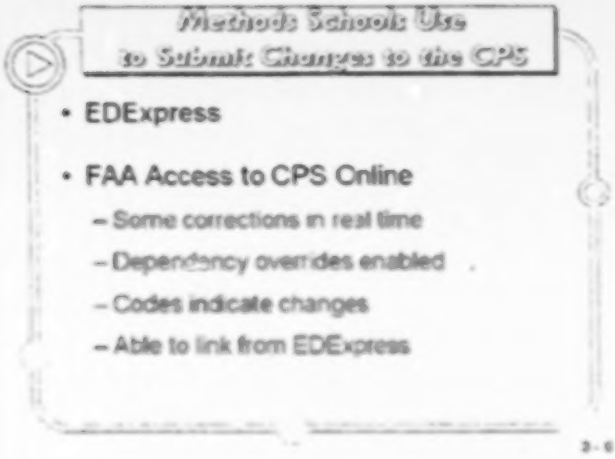
Methods School Use
to Submit Changes to the CPS
• EDExpress
• FAA Access to CPS Online
– Some corrections in real time
– Dependency overrides enabled
– Codes indicate changes
– Able to link from EDExpress
3 - 6

Submitting Changes to the CPS - School

Many schools use the EDExpress software to submit application corrections for their students as well as to submit updates resulting from verification and/or adjustments resulting from PJ decisions. The EDExpress software uses data edits, just as Corrections on the Web does, to check for data inconsistencies, and it also enables FAAs to override certain verifiable data rejects and data assumptions made by the CPS.

Another great option for schools to use in submitting data changes is FAA Access to CPS Online, a Web-based application developed specifically for FAAs. There are some important changes and enhancements to FAA Access to CPS Online for 2003-2004, and many are the same as for COTW:

NEW!

- Screens are reformatted for easier use
- Processing occurs in real time for transactions that don't require initial database matches
  - For transactions processed in real time, the NSLDS screening match occurs within 1 week
  - CPS edits are applied immediately
  - *Official* EFC is provided instantaneously
  - Data is processed and ISIR is provided to school in the daily batch transmissions
- Dependency override function enabled
- Codes appear next to fields that were changed to indicate when the change occurred
  - # = field changed on current transaction
  - @ = field changed on earlier transaction
- Able to link to FAA Access to CPS Online from EDExpress

Note:

Refer to Appendix A for a complete list of 2003-2004 changes.

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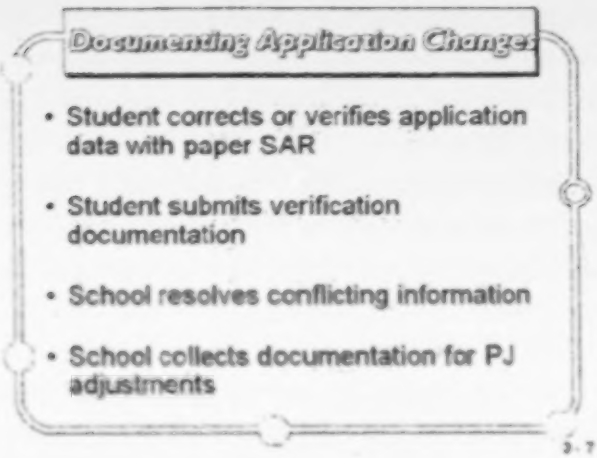
Documenting Application Changes
• Student corrects or verifies application data with paper SAR
• Student submits verification documentation
• School resolves conflicting information
• School collects documentation for PJ adjustments
3-7

Documenting Application Changes

When the school submits application changes to the CPS for reprocessing, certain documentation and signatures must be collected and retained in the student's file.

When this occurs...	This must also occur...
Student submits a corrected paper SAR to the school to correct data or to verify CPS assumptions	SAR must have proper signatures (parent's signature if student is dependent)
School verifies the student's application	School collects properly signed verification documents (e.g., IRS tax forms)
School becomes aware of information that conflicts with the information reported on the student's FAFSA	School collects documents and uses information in file to resolve the conflicting application data and submit changes to the CPS
School makes PJ adjustments and/or dependency overrides	School thoroughly documents the student's file

Challenge:

After the school submits corrections to the student's application data to the CPS for processing, is the school required to do anything with subsequent ISIR transactions that are generated as a result of other data corrections the student submits to the CPS?

Note:

Refer to Appendix C for information on subscribing to the FSATech Electronic Newsletter, which provides answers to technical questions about FSA's software or systems.

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Changing Application Data

Read the following 6 scenarios to determine if each scenario calls for a Correction, Update or Adjustment. Then determine what field or value the change corresponds to, what the value should be, and whether or not the change must be submitted to CPS for reprocessing.

Scenario	a. Correction, Update, or Adjustment? b. To what field/value? c. What should field/value be? d. Required to submit to CPS? (pick 1)
1 Amy submitted her 2003-2004 application in the spring of 2003. When she submitted the application, her e-mail address was amy@fsau.edu. Amy took a work-study position the next fall as a computer lab monitor. She got another e-mail address, mon12@fsau.edu, and needs to use this new one for her electronic correspondence.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS
2 Randy has applied to 2 different schools (FSAU and FSA Tech) and has asked each school to consider the $10,000 in lost income due to his father's being laid off from work. Both schools do apply professional judgment in their calculations for Randy's EFC, making him Pell eligible.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS
3 Rachel got married the summer after her junior year at FSAU – Dawson Creek. She had already submitted a renewal application for her senior year. On that application she reported that the highest level of schooling that her father received was high school, when in fact he has a bachelor's degree in Finance.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS
4 Tyler, a graduate student at FSAU – North receiving financial aid, and his wife just celebrated the birth of their second child (who was not included in the household number when Tyler completed his FAFSA). Because their one bedroom apartment was no longer big enough, they have moved to a bigger apartment.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS
5 Amanda is reviewing the SAR she received after submitting her FAFSA. She sees that her adjusted gross income is reported as $678. She double-checked her photocopy of the application she sent in and saw that she had written $6678. Amanda's FAA determined that Amanda's EFC was affected and that Amanda is no longer eligible for Pell.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS
6 Tuck is one of a growing number of non-traditional undergraduate students at FSAU – Detroit. He has 3 teen-aged children, 2 of whom are twin boys and are attending the same college as Tuck. Tuck's FAA knows the family well, and was surprised to see on one of the son's applications that he reported 1 child in college.	a. b. c. d. ☐ Required to submit to CPS ☐ Not required to submit to CPS

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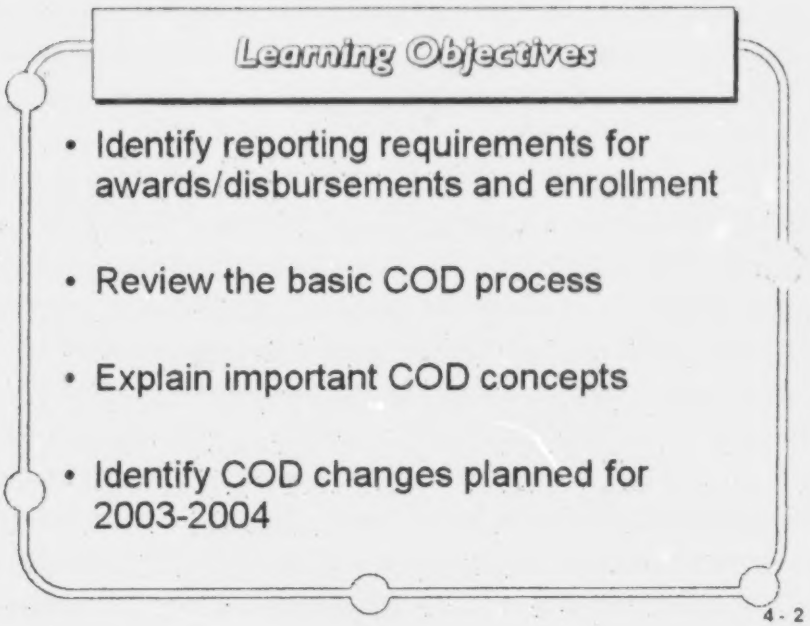
Session 4—Disbursement and Reporting


Learning Objectives
• Identify reporting requirements for awards/disbursements and enrollment
• Review the basic COD process
• Explain important COD concepts
• Identify COD changes planned for 2003-2004
4 - 2

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Tools & Resources

2003-2004 system changes

- 2002 NASFAA Conference session handouts: **www.nasfaa.org** (instructions to access the presentations and handouts are in Appendix C)
- EAC Conference session handouts through **fsa4schools.ed.gov**
- Information for Financial Aid Professionals at **ifap.ed.gov**

Customer Service

- COD Customer Service Center
- FISAP Call Center
- NSLDS Customer Service Center

Reporting requirements and systems

- Information for Financial Aid Professionals at **ifap.ed.gov**
- COD on the Web at **cod.ed.gov**
  - COD Technical Reference
- FISAP on the Web (eCampus-Based/FISAP) at **www.cbfisap.sfa.ed.gov**
  - FISAP Technical Reference
- NSLDS Web site at **nsldsfap.ed.gov** (access to system requires user ID and password)
  - NSLDS User Documentation Guide
  - NSLDS Newsletter (from home page, select News & Events; does not require user ID or password to read newsletter)

XML (Extensible Markup Language)

- O'Reilly XML.com at **www.xml.com** (click on What Is XML? in the left-hand column)

Acronyms

CFL (Current Funding Level)

COD (Common Origination and Disbursement)

DRI (Disbursement Release Indicator)

FISAP (Fiscal Operations Report and Application to Participate)

GAPS (Grant Administration and Payment System)

MRR (Multiple Reporting Record)

NSLDS (National Student Loan Data System)

POP (Potential Overaward Project)

SID (Student Identifier)

XML (Extensible Markup Language)

Key Terms

Call for Cash

Common Record

Disbursement

Enrollment Reporting

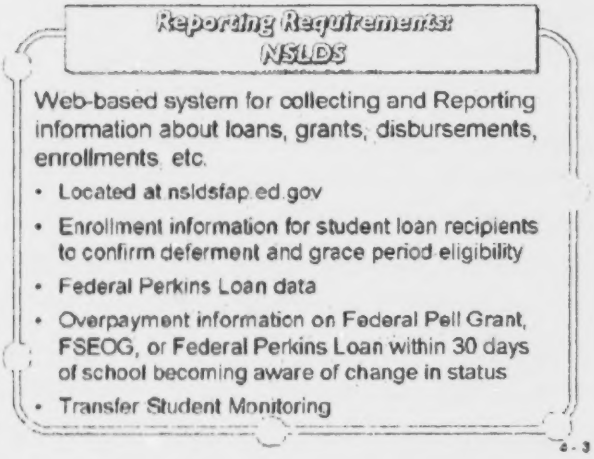
Freeze Cash

Middleware

Roster File

Substantiate

Verification Status Code


Reporting Requirements: NSLDS
Web-based system for collecting and Reporting information about loans, grants, disbursements, enrollments, etc.
• Located at nsldsfap.ed.gov
• Enrollment information for student loan recipients to confirm deferment and grace period eligibility
• Federal Perkins Loan data
• Overpayment information on Federal Pell Grant, FSEOG, or Federal Perkins Loan within 30 days of school becoming aware of change in status
• Transfer Student Monitoring
4 - 3

NSLDS Reporting Requirements

The National Student Loan Data System (NSLDS) requires certain types of reporting to help ensure the validity and integrity of the information in the NSLDS system, which houses over 46 million student records and 146 million loan records. Reporting requirements include:

- Enrollment information: At least twice per year (e.g., once per term), schools are required to report enrollment information for students who receive federal student loans (FFEL and DL) to confirm enrollment status, which impacts deferment and grace period eligibility. This information is reported using the Enrollment Reporting system and a Roster File (formerly the SSCR). Many schools use a third-party servicer to report this information.
- Federal Perkins Loan data: Must be reported on a monthly basis. Again, many schools use a third-party servicer to report this information.
- Overpayment information on a Federal Pell Grant, FSEOG or Federal Perkins Loan: Must be reported within 30 days of the school's becoming aware of a change in status. This can include overpayments that haven't been paid or resolved as well as overpayments where the student has made satisfactory payment arrangements.
- Overpayments resulting from the school's return of Title IV funds calculation (for a student who withdrew from school): Should not be reported until the 46th day after the school became/should have been aware of the overpayment.
- Transfer Student Monitoring: Schools report their mid-year transfer students so that NSLDS can monitor current year award changes to ensure that these students are not being overawarded.

Note:

NSLDS is a Web-based application at **nsldsfap.ed.gov** *that requires a user ID and password.*

Challenge:

How many days does a school have to respond after receiving an Enrollment Reporting Roster File?

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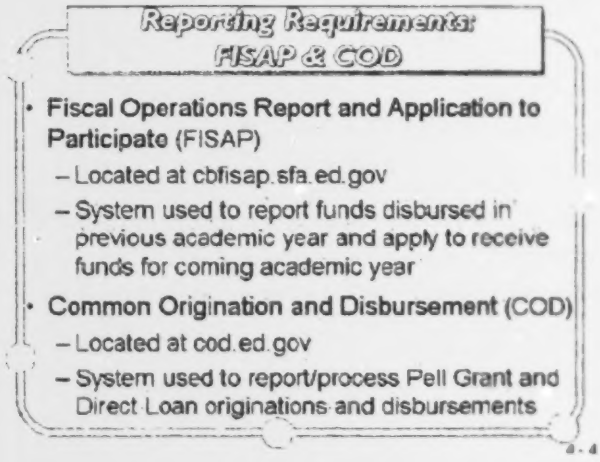
Reporting Requirements: FISAP & COD
• Fiscal Operations Report and Application to Participate (FISAP)
– Located at cbfisap.sfa.ed.gov
– System used to report funds disbursed in previous academic year and apply to receive funds for coming academic year
• Common Origination and Disbursement (COD)
– Located at cod.ed.gov
– System used to report/process Pell Grant and Direct Loan originations and disbursements
4-4

FISAP Reporting Requirements

Schools use the Fiscal Operations Report and Application to Participate (FISAP) to report Campus-Based disbursement information. Each year (by October 1), schools that receive Campus-Based funds must report on the funds disbursed in the previous award year and must apply to receive funds for the coming award year. For example, by October 1, 2002, schools reported cumulative Campus-Based information for the previous 2001-2002 award year and at the same time requested funds for the coming 2003-2004 award year.

Schools use the eCampus-Based System (a Web-based application) to submit their FISAPs.

COD Reporting Requirements

Common Origination and Disbursement (COD) is a Web-based operating system used to report and process origination and disbursement information for the Federal Pell Grant and Direct Loan Programs. Beginning with the 2002-2003 award year, this system replaced the RFMS (Recipient and Financial Management System) and DLOS (Direct Loan Origination System).

Schools are required to report their Pell Grant and Direct Loan disbursement information no later than 30 days after disbursing to the students or adjusting disbursements.

Some schools also have the option of reporting Campus-Based award-level information so that the COD system will pre-populate certain sections of their FISAPs.

Note:

A Web-based tutorial on completing the FISAP is available at **cbfisap.sfa.ed.gov**.

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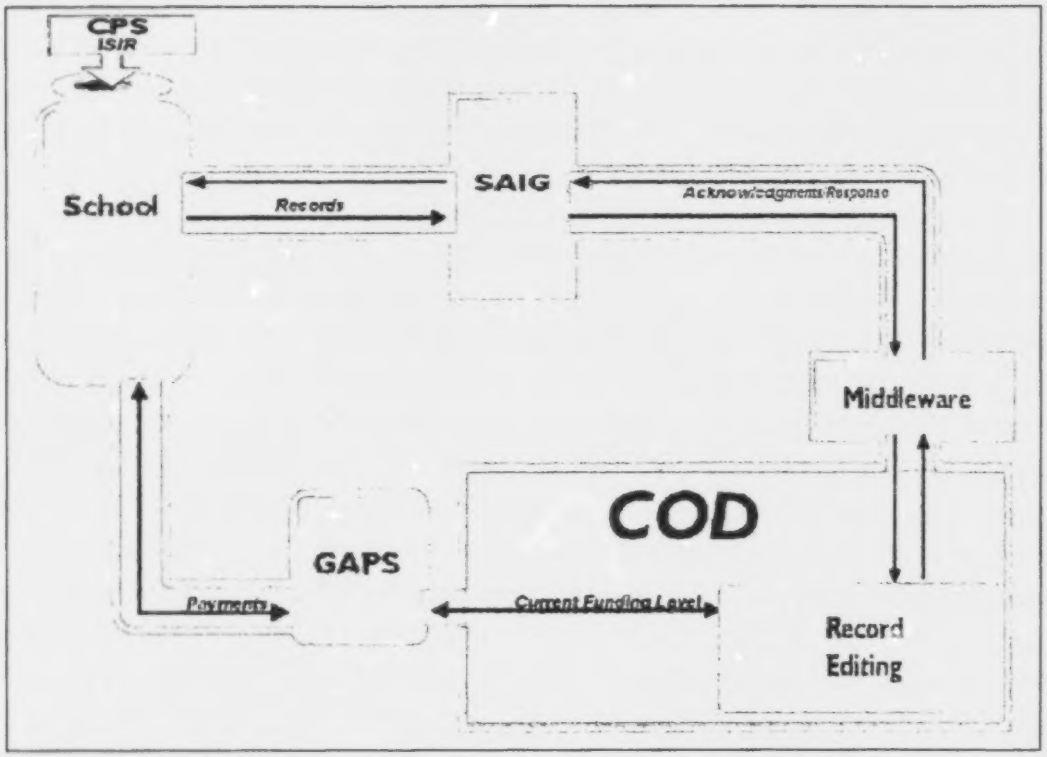

Common Origination and Disbursement (COD)

Beginning with the 2002-2003 award year, the Common Origination and Disbursement (COD) is the operating system used to report and process origination and disbursement information for the Federal Pell Grant and Direct Loan Programs.

It is important to remember that *only* the operating system has changed. The Pell Grant and Direct Loan Program regulations and reporting requirements have remained the same, as has the basic process for submitting origination and disbursement records. The COD process has 4 basic steps:

- School submits origination and disbursement records to the COD System through the SAIG
- COD System edits the data
- COD System processes the data
- COD System returns the results of data processing to the school via Acknowledgements for Phase-in Participants and Responses for Full Participants

Records transmitted to the COD system via the Student Aid Internet Gateway (SAIG) pass through the Middleware. The Middleware acts as a traffic director and directs records reported by schools and/or servicers to the correct system or processor. For records COD returns to Phase-In Participants, the Middleware also translates the responses (i.e., results of processing) to the fixed length record format that is compatible with the processing systems used by Phase-in Participants.

The COD system also reports information to the Grant Administration and Payment System (GAPS) to make Pell Grant and Direct Loan funding available to the schools.

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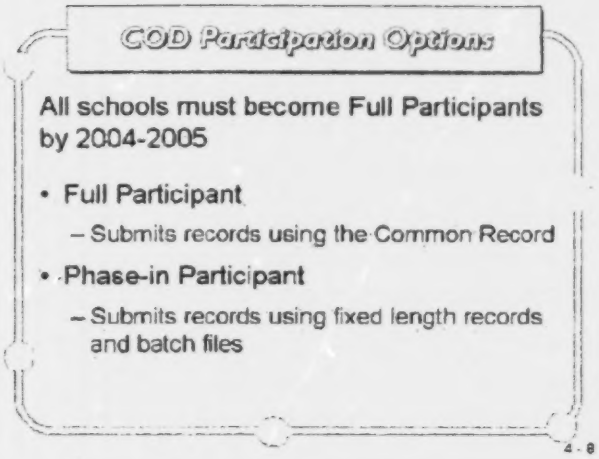
COD Participation Options
All schools must become Full Participants by 2004-2005
• Full Participant
– Submits records using the Common Record
• Phase-in Participant
– Submits records using fixed length records and batch files
4-8

COD Participation Options

Schools participate in COD as either Full Participants or as Phase-in Participants. Participation is determined by the method a school uses to transmit its data to COD.

Full Participant schools submit data to COD using the Common Record. The Common Record is a flexible data document that accommodates a common process for reporting both origination and disbursement information for multiple students, multiple programs, multiple award years, multiple schools, and multiple campuses—all in one record submission. The Common Record is written using XML (Extensible Markup Language). In addition, Full Participants have the option of submitting their Campus-Based award-level information so that the COD system will pre-populate certain sections of their FISAPs.

Phase-in Participants submit origination and disbursement data to COD using separate processes and distinct types of fixed length records and flat files.

While all schools must become Full Participants by the 2004-2005 award year, EDExpress schools become Full Participants in 2003-2004.

Notes:

Schools must contact the COD School Relations by March 1, 2003, of their intentions to become Full Participants for 2003-2004: (800) 4PGRANT for Pell Grants and (800) 848-0978 for Direct Loans. For more information about becoming a Full Participant, see IFAP at **ifap.ed.gov** *for the electronic announcement dated October 29, 2002.*

Page C-18 of Appendix C includes a COD term translator, which maps terms previously used (e.g., by RFMS for the Pell Grant process, by DLOS for the Direct Loan process, and by COD for the 2002-2003 COD process) to terms that correspond to the 2003-2004 COD process.

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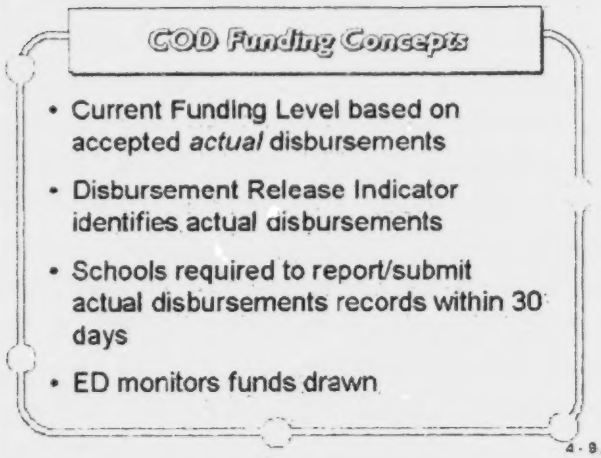
COD Funding Concepts
• Current Funding Level based on accepted *actual* disbursements
• Disbursement Release Indicator identifies actual disbursements
• Schools required to report/submit actual disbursements records within 30 days
• ED monitors funds drawn
4-9

COD Funding Concepts

Under the COD process a school receives a Current Funding Level (CFL), which determines the amount of funds available to the school for its Pell Grant and/or Direct Loan disbursements to students. The school's CFL is based on the amount of *actual* disbursements reported to and accepted by the COD system (this concept represented a significant change for Direct Loan schools for the 2002-2003 award year, because prior to the COD process their funding was impacted instead by anticipated disbursements). For disbursement records reported, the school's CFL is impacted 7 days prior to disbursement.

To help you become more familiar with them, a few COD funding terms are highlighted.

RFMS/DLOS	COD 2002-2003	COD 2003-2004
Pell Grant Authorization Pell Grant Obligation DL Cash Control Amount	Current Funding Level	No change
Pell Advance Pay DL Option 2	Advance Pay funding method	No change
Pell Just-in-Time (Pilot) DL Standard Origination DL Option 1 and DL Option 2	Pushed Cash funding method	No change
	Payment Trigger Flag	Disbursement Release Indicator (DRI)
Origination Record (anticipated or estimated disbursements)	Disbursement submitted to COD System with Payment Trigger = false	Disbursement submitted to COD System with DRI = false
Disbursement Record	Disbursement submitted to COD System with Payment Trigger = true Actual Disbursement	Disbursement submitted to COD System with DRI = true Actual Disbursement
	Net Substantiated Cash	Net Accepted & Posted Disbursements
	Amount of Unsubstantiated Cash	Cash > Net Accepted & Posted Disbursements

Note:

Schools can use the COD Web site at **cod.ed.gov** *to view their funding and disbursement information.*

If you need access to the COD Web site, refer to page 19 of Appendix C for instructions.

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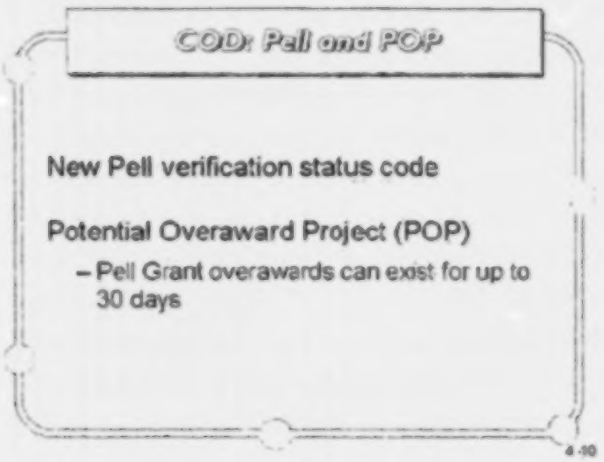
COD: Pell and POP
New Pell verification status code
Potential Overaward Project (POP)
– Pell Grant overawards can exist for up to 30 days
4-10

COD: Pell and POP

For 2003-2004, one of the most important changes to Pell Grant reporting pertains to the Pell verification status code. The Pell verification status code "S" is added.

- S – Selected, not required to be verified
- Other code remains unchanged

  V – Verified

  W – Without documentation

Potential Overaward Project (POP)

The Potential Overaward Project (POP) applies to the Pell Grant Program and is implemented when more than one school reports to COD disbursements for the same student totaling more than 100% of the student's scheduled Pell Grant award.

Beginning with award year 2002-2003, Pell Grant overawards are allowed to exist for 30 days. A Multiple Report Record (MRR) is produced to inform each involved school of the situation and to provide contact information. If the POP situation is not remedied after 30 days, each school automatically receives a negative disbursement of the entire award. The eligible school then needs to submit the positive disbursement.

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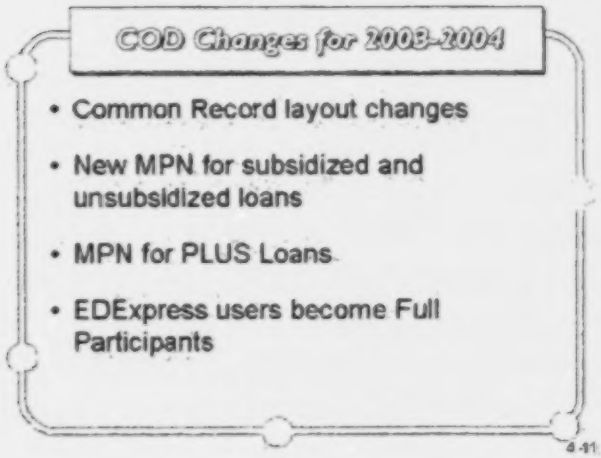
COD Changes for 2003-2004
• Common Record layout changes
• New MPN for subsidized and unsubsidized loans
• MPN for PLUS Loans
• EDExpress users become Full Participants
4-11

COD Changes for 2003-2004

The following is a list of important changes to the COD system for the 2003-2004 award year:

- Common Record layout changes (for Full Participants)
  - Tag names have been modified to eliminate abbreviations
  - Several new tag fields added for both Pell and DL
  - More information can be found in the COD Technical Reference
- New Master Promissory Note (MPN) for subsidized and unsubsidized loans
- MPN for PLUS loans
- EDExpress users become Full Participants in award year 2003-2004
  - For combination systems, external imports and exports will continue in the current fixed length formats
  - All reports will continue to be produced and imported in current formats (not XML)

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COD and Other Reporting

Part I – COD High-Level Process

Put the steps to the COD process in order by indicating the correct number (1, 2, 3, or 4) on the line next to each step:

_____ COD System returns the results of data processing to the school via Acknowledgements (Phase-In Participants) or Responses (Full Participants)

_____ COD System processes the data

_____ Schools submit origination and disbursement records to COD

_____ COD System edits the data

Part II – True or False

Determine if the following statements are either True or False. If the statement is False, identify how to make the statement True.

_____ 1. All schools must use the XML Common Record Layout format for award year 2003-2004.

_____ 2. If a parent is borrowing PLUS loans for more than 1 dependent student, only 1 MPN is needed.

_____ 3. There are 2 COD participation options: Full Participant and Phase-in Participant.

_____ 4. The SSCR process is now known as Enrollment Reporting, which uses a Roster File.

_____ 5. The acronym MRR stands for Multiple Reporting Record.

_____ 6. Federal Perkins Loan data must be reported to NSLDS bi-weekly.

_____ 7. COD processing for 2003-2004 begins in May 2003.

_____ 8. The report for financial aid and enrollment activity for FWS, Federal Perkins Loans and FSEOG must be submitted annually by August 1.

_____ 9. Overpayment on a Federal Pell Grant, FSEOG or Federal Perkins Loan must be reported to COD within 30 days of the school's being aware of the change.

_____ 10. EDExpress users become Full Participant users of the COD system in 2003-2004.

Session Key Learning Points

Retrieve your Session Key Learning Points handout. Under the Disbursement and Reporting section, write down the most important points you learned in this session.

Challenge:

How many new contacts did you make today and log in your Personal Networking Directory? You still have time to meet more people!

Congratulations on a successful workshop!

Please add your final thoughts to the workshop evaluation, and turn in to the instructor.

Thank you for your participation and feedback!

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2003-2004 Application & Delivery System Changes

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NOTE: → *New* refers to items that are brand new for 2003-2004.

#	Paper FAFSA
1	Color of the paper FAFSA is YELLOW for students and PURPLE for parents.
2	➔ *New* FAFSA logo.
3	➔ *New* Paper FAFSA includes an insert and a new return postcard.
4	Page 1, Note 3: Last day to receive applications for 2003-04 is updated to June 30, 2004.
5	Page 1, Note 3: Reference to the use of e-mail addresses is added.
6	Page 1: All state deadlines are updated for 2003-2004.
7	Page 2, Notes for Questions 38 (page 4) and 73 (page 5): Reworded to instruct applicants and parents to answer "yes" if they filed a 1040 only to claim Hope or Lifelong Learning credits and otherwise would have been eligible to file a 1040A or 1040EZ.
8	Page 2, Notes for Questions 41 (page 5) and 71 (page 5): Value of an exemption increases from $2,900 to $3,000.
9	Page 2, Notes for Questions 47-48 (page 4) and 82-83 (page 5): Reworded to tell applicants that using FAFSA on the Web may enable them to skip questions if they qualify for the automatic zero EFC or the simplified needs test (SNT).
10	Page 3, Question 35: No change to the Drug question.
11	Page 4, Step Two: All IRS references are updated to correspond with 2002 tax returns.
12	Page 4, Question 51: Monthly VA Benefits Amount field increases from 3 to 4 characters.
13	➔ *New* Page 5, Question 60: Asks for the month and year the student's parents were married, separated, divorced or widowed. When FAFSA and IRS data do not match, the intent is to use the response to this question to determine if a recent change in marital status might explain the discrepancy. Added in anticipation of a possible Internal Revenue Service (IRS) income verification match being implemented sometime during 2003-04.
14	Page 5, Questions 59-70: Layout changes to accommodate the new Question 60.
15	➔ *New* Page 6, Question 99: Asks students to report their e-mail addresses. E-mail Address field is 35 characters, incorporates the @ symbol, and is set to "blank" if any questionable or illegible characters are entered. E-mail addresses are used to correspond with students electronically about their applications and to send them e-mails with links to their PINs and SAR data on the Web as soon as 24 hours after their FAFSAs are processed.
16	Page 7, Notes for Questions 59-84: Clarifies that grandparents and legal guardians are not parents.
17	Page 8, Worksheet B - Money Received: Clarified wording of last item on this worksheet to be clearer to students what amounts to report. The worksheet now asks the applicant to report "Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form."
18	Page 8, Worksheet C: Clarifies worksheet items corresponding to Questions 46 (page 4) and 81 (page 5). • Child Support Paid is expanded to include support paid as a result of a legal requirement. • Taxable Earnings is expanded to include more examples of need-based employment programs. • Student Grant is reworded to clarify which portion of the Americorps awards should be reported.
19	For 2003-2004: Pacific Islanders without SSNs must send their FAFSA to the address printed on the paper FAFSA. That address is: Federal Student Aid Programs P.O. Box 7001 Mt. Vernon, IL 62684-0071
20	FSA does not automatically reduce the number of paper FAFSAs the school orders.

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#	Paper Renewal FAFSA
1	Wording changes from paper FAFSA are incorporated into Renewal FAFSA.
2	→ *New* Bar code with Student ID is added at the bottom of each page of application.
3	Page 1, Question 35: Drug Conviction Affecting Eligibility? Question is not changed. • *Previous answers of "blank," "1," or "3" are rolled over as reported on the 2002-2003 FAFSA* • *Previous answers of "2" on the 2002-2003 FAFSA are rolled over as "1"*
4	Pages 2 and 3: For students who qualified for the automatic zero EFC in 2002-2003, answers to income questions are pre-printed and students are instructed to update only answers that changed.
5	→ *New* Pages 2 and 3: Tax line references are added.
6	Page 3, Question 51: Monthly VA Benefits Amount field increases from 3 to 4 characters.
7	→ *New* Page 3, Question 60: Asks for the month and year the student's parents were married, separated, divorced or widowed.
8	Page 4, Step 6 - Student's School Information: NSLDS is checked to determine which school codes print. • Prints school codes only for schools that reported 2002-2003 disbursements. • If no disbursement data exists, uses all school codes listed on the 2002-2003 application to create the Renewal FAFSA • Students are able to indicate on their Renewal FAFSAs that they do not want their data sent to specific schools
9	Page 4, Step 6 - Student's Housing Plans: Wording is strengthened to ensure that students answer.
10	→ *New* Page 4, Question 99: Asks students to report their e-mail addresses (see corresponding item under Paper FAFSA).

#	FAFSA on the Web (FOTW)
1	Home page is improved. → *New* FAFSA logo → *New* PIN graphic → *New* Dynamic late-breaking news section → Fill-out FAFSA button is more prominent → Moved Make Corrections option from Section 2 to Section 3 → *New* State Deadline icon is added
2	→ *New* Automatic Zero EFC and Simplified Needs Test (SNT) are determined automatically. • If a student qualifies for Auto Zero EFC, student (and parents) has option to skip: – Income Taxes Paid and Number of Exemptions – Worksheets A, B, and C questions – Asset Net Worth questions. If student qualifies for SNT only, the student may skip Asset Net Worth questions. • If a student qualifies for NEITHER Auto Zero EFC or SNT, the student completes the full FAFSA. *Note: Students from certain states cannot skip questions because data is required for state programs.*

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#	FAFSA on the Web (FOTW)
3	Information from the Print Summary Page that displays before the student submits the application is in the same order as the FAFSA.
4	Help Search functionality is improved to allow searches based on a single key word or a combination of key words.
5	Pre-Application Worksheet is redesigned. • Follows the order of the Web application questions • Includes references to paper FAFSA question numbers
6	Drug Conviction Affecting Eligibility? question (Question 35) is not changed.
7	➔ *New* Some fields are pre-populated based on answers to other questions. • Number in College is pre-populated to "1" if student is independent and Household Size is "1" • Were You Born Before 1/1/80? field is pre-populated based on Date of Birth field • Are You Married? field is pre-populated based on answer to Marital Status field *Note: These fields were not pre-populated for 2002-2003.*
8	More skip logic is used. For example, students who answer that they are U.S. citizens are not prompted for an Alien Registration Number.
9	Save function is improved and prompts students to save work at the end of each application page.
10	Submit instructions are improved to ensure students successfully transmit.
11	Information from the Application Summary feature displays the questions in the order they are presented on the Web form.
12	➔ *New* Bar code coupled with Student ID is at the bottom of Signature Page.
13	➔ *New* In anticipation of an IRS match, 1 parent SSN and last name are required. • Submission is rejected if both parent SSN fields are left blank or do not contain valid SSN values.
14	Supported Web browsers include **Netscape browsers** Netscape Navigator 4.0 – 4.04 (Windows 95/98, and Windows NT) Netscape Navigator 4.05 – 4.07 (Windows 95/98, Windows NT, and Macintosh) Netscape Navigator 4.08 – 4.7 (Windows 95/98, Windows NT, and Macintosh) Netscape Navigator 4.76 (Windows 95/98, Windows NT, Windows 2000, and Macintosh) **Microsoft browsers** Internet Explorer 4.0 and 4.01 with Service Pack 1 or 2 (Windows 95/98, and Windows NT) Internet Explorer 5.0 (Windows 95/98, and Windows NT) Internet Explorer 5.01 & 5.01 w/ Service Pack 1 (Windows 95/98, Windows NT, and Windows 2000) Internet Explorer 5.5 and 5.5 w/ Service Pack 1 (Windows 95/98, Windows NT, and Windows 2000) **AOL default browsers** AOL 4.0 (Windows 95/98) AOL 5.0 (Windows 95/98) AOL 6.0 (Windows 95/98, Windows NT, and Windows 2000) Although applicants can continue to use higher-version browsers, they receive a warning message that the browser they are using has not yet been tested and certified by ED. **Win 3.1X is no longer supported; however, applicants are not prevented from browsers that are compatible with this operating system.**

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#	Renewal FAFSA On the Web (ROTW)
1	Refer to FOTW items 1-14.
2	E-mail message is sent to students who provide valid e-mail addresses on their 2002-2003 records. E-mail includes the URL that students can access to receive a reminder of their PINs (duplicate PIN). If a valid e-mail address is not provided, a PIN mailer is sent via the U.S. Postal Service.
3	2002-2003 applications submitted via FAA Access to CPS Online are treated like electronic applications. Students who provide a valid e-mail address receive an e-mail message; otherwise, they receive a paper Renewal FAFSA.
4	Schools receive the PIN request file via the RADD04IN message class. In addition, they receive the RAPP/PIN Print Notification File via the PINR04OP message class. *Note: For 2002-2003, the RAPP/PIN Print Notification File was returned in the RADD03OP message class.*
5	As with the paper Renewal FAFSA, the tax and income information is pre-populated on the ROTW form for a student who is eligible to file a 2003-2004 Renewal FAFSA *and* qualified for the Auto-Zero EFC in 2002-2003.
6	→ *New* Tax line references are added.
7	Each Renewal FAFSA-eligible record is checked against the NSLDS database to determine if any of the schools listed on the 2002-2003 application record made disbursements to the student in 2002-2003. • School codes are pre-populated in the school code positions for each school that made a disbursement • All other codes are deleted If the record does not match against the NSLDS database, all 2002-2003 school codes carry forward.

#	Application Processing
1	CPS Edits: Records for students who sign paper FAFSAs or Renewal FAFSAs before January 1, 2003, are processed but rejected. Student receives a rejected SAR to review, re-sign, date and return for processing.
2	Paper FAFSAs submitted without signatures are immediately rejected and a full paper SAR is sent to the student for signatures.
3	→ *New* Applicants who *do* report an e-mail address receive the following responses based on the type of form submitted. • Paper FAFSA, paper Renewal FAFSA, FOTW, ROTW – E-mail with PIN link – E-mail with link to SAR on the Web • Paper SAR corrections, COTW – E-mail with link to SAR on the Web

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#	Application Processing
4	Applicants who *do not* report an e-mail address receive the following based on the type form submitted. • Paper FAFSA, paper Renewal FAFSA – PIN mailer – Paper SAR • FOTW, ROTW – PIN mailer – Paper SAR Acknowledgment • Paper corrections – Paper SAR • COTW – Paper SAR Acknowledgment
5	→ *New* CPS Edits, FAFSA Question 9: Applicant's date of birth (DOB) doesn't match SSA, but name and SSN do • Added Verifiable Reject R (DOB doesn't match SSA) If the student's date of birth is correct as reported on the FAFSA, the student can re-enter that date as a correction (either on their SAR or on the Web) and the CPS accepts this student-verified response. *Note: A student who appears to have an incorrect date of birth on file with the Social Security Administration should be encouraged to correct this information with SSA as soon as possible.*
6	Modified Verifiable Reject A (DOB doesn't match SSA and applicant's age is 75 or older) and Verifiable Reject B (DOB doesn't match SSA and applicant's age is 16 or younger and independent). If the student's date of birth is correct as reported on the FAFSA, the student can re-enter that date as a correction (either on their SAR or on the Web) and the CPS accepts this student-verified response.
7	CPS Edits, FAFSA Questions 40 and 75 (taxes paid) • Reject 12 (non-verifiable)- Applies to records reporting Taxes Paid as equal to or greater than the AGI • Reject C (verifiable) - Applies to records reporting Taxes Paid as equal to or greater than 40% of the AGI
8	→ *New* CPS Edits, FAFSA Questions 61 and 63 for dependent applicants who fail to report a SSN for at least one parent • Added Reject 9 (non-verifiable) • If parents are non-citizens and do not have SSNs, the applicant must enter parent SSN "000-00-000" in the relevant fields to prevent or eliminate the reject
9	→ *New* CPS Edits, FAFSA Questions 62 and 64 for dependent applicants who fail to report the last name that corresponds to the SSN of at least 1 parent reporting information on the FAFSA • Added warning edit (and comment) asking parent to provide last name • Parent without a last name (e.g., Cher) should enter the single name in the last name field
10	Database Matches: Records for unsigned applications are not sent for matching Reject 14 = Missing signature on paper FAFSA or SAR Reject 16 = Missing signature on FOTW or ROTW
11	Database Matches, Prisoner Match: Is not active for 2003-2004.

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#	Application Processing
12	Database Matches, INS Secondary Confirmation Match: INS Secondary Confirmation match flag P indicates that the automatic INS Secondary Confirmation is still in progress. • → *New* CPS holds records for up to 3 compute cycles (approximately 72 hours) before sending an ISIR to the school and a SAR to the student (to give the INS additional time to complete automated secondary confirmation before processing the student's record). • This procedure affects the Processing Date. • If the school does not receive a system-generated ISIR indicating Secondary Confirmation results within 15 business days, the school must begin paper (G-845S) secondary confirmation process.
13	→ *New* Database Matches, NSLDS Postscreening: • Postscreening is weekly • Added capability to report up to 3 postscreening reason codes on the output document • Added 3 new postscreening reason values/codes: 11 = No longer exceeds subsidized loan limit 12 = No longer exceeds combined loan limit 13 = Change in discharge status
14	Database Matches, NSLDS: CPS Edits for loan limits changed • Modified edit triggered when student exceeds loan limit, re-using comments that are now triggered by postscreening: Subsidized loan limit (postscreening reason code 9) Combined loan limit (postscreening reason code 10) • Modified edit triggered when student is approaching loan limits to include loan limits exceeded • Income thresholds changed
15	Need Analysis: Student Income Protection Allowance is changed. • Dependent = $2380 • Single independent students without dependents other than a spouse = $5400 • Married independent students without dependents other than a spouse, and both spouses are enrolled in postsecondary school = $5400 • Married independent students without dependents other than a spouse, and only the applicant is enrolled in postsecondary school = $8640 • Independent students with dependents other than a spouse use the 2003-04 Income Protection Allowance table to determine the student's IPA
16	Auto 0 EFC income parameter increased to $15,000.
17	→ *New* Verifiable Reject codes are added. D = Dependent applicant whose father's/stepfather's SSN is invalid and mother's SSN is not provided or is invalid E = Dependent applicant whose mother's/step-mother's SSN is invalid and father's SSN is not provided or is invalid R = SSN match but no date of birth match
18	→ *New* Reject Overrides A and C are added.
19	Reject Reasons 14, 15, 16 and 18 are removed.

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#	Corrections on the Web (COTW)
1	Real-time processing: Corrections/transactions that don't require initial database matches are processed in real-time. • CPS edits are applied immediately • Official EFC is provided instantaneously • No immediate match with NSLDS, but the screening match occurs no more than one week later, if necessary • ISIR goes out in a daily batch transmission
2	COTW detects a change in Automatic Zero EFC and SNT eligibility and prompts for information (income and asset information) as needed to recalculate the student's EFC.
3	Student receives a strongly worded warning when changing a field that a school has already updated.
4	E-mail Review prompt: Students are asked to carefully review their e-mail addresses and to update as necessary.

#	PINs
1	Anyone can apply for a PIN. Applicants must pass the SSN match (full name, date of birth and SSN) with the Social Security Administration, and provide a full mailing address, before actually receiving a PIN.
2	→ *New* PIN Web site includes a reminder to students to update their e-mail and mailing addresses.
3	→ *New* Paper FAFSA/Renewal FAFSA filers who provide email addresses receive • E-mail with PIN on the Web link (available for a one-time access only) ◦ E-mail with link to SAR on the Web (unlimited access)

#	FAA Access to CPS Online
1	Product name is changed from FAA Access on the Web to FAA Access to CPS Online. • Allows an FAA to enter and submit FAFSA, Renewal FAFSA and correction data • View student's SAR data • Check batch status
2	Entry screens are reformatted with less on-screen help and more scrolling to limit number of pages.
3	→ *New* Dependency Override field function is added after the last dependency question.
4	→ *New* Schools must request Signature Hold File (includes applicants who listed the school on their Web application and whose applications are being held pending receipt of a signature). • Will receive file either 1-time only or continuously
5	Duplicate Renewal FAFSA print feature is removed.
6	→ *New* Can link to FAA Access to CPS Online via EDExpress (from the view menu in a student's record).
7	→ *New* Can use the student's DRN to access records without the school's code.

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#	FAA Access to CPS Online
8	Some inquiry features are improved. • Displays student's full name, ID, and academic year on all pages • Includes all FAA information on SARs printed via FAA Access to CPS Online • Uses TEXT instead of CODES for application flags in the FAA information section
9	→ *New* FAA Web Corrections and real-time processing: Corrections/transactions that don't require initial database matches are processed in real-time. • CPS edits are applied immediately • Official EFC is provided instantaneously • No immediate match with NSLDS, but the screening match occurs no more than one week later, if necessary ISIR goes out in a daily batch transmission
10	→ *New* Codes appear next to changed/corrected fields. # = field corrected on current transaction @ = field corrected on earlier transaction

#	ISIR
1	ISIR record layout follows the order of paper FAFSA questions.
2	→ *New* Parent's Marital Status Date field is added.
3	→ *New* Value for Application and Transaction Data Source/Type codes: Added FAFSA source code (ISIR fields 163-164) for paper Spanish FAFSA (value = 55).
4	→ *New* FAFSA Data Verify Flags: Added to indicate whether the CPS questioned a value reported on the FAFSA and, if so, whether it was re-entered as the same value on a correction. Flags appear in ISIR field 168.
5	Verification Tracking field: Displays 2-digit numeric characters only. The higher the number, the higher the priority of the selection criteria. A value will appear in this field for all students with an EFC, whether they were selected for verification or not. The purpose of this field is to identify for FAAs the priority of the criteria used to select applicants based on the likelihood of error. For example, a student with a "75" in the Verification Tracking field has a greater potential for significant error than a student with "25" in this field. FAAs who use the 30% verification limit can use this field to prioritize the applicants to be verified.
6	→ *New* NSLDS Financial Aid History Information, Discharge Code values D = Death (applicant is deceased) R = Reaffirmed (applicant has reaffirmed the loan) C = Conditional (applicant approved for conditional loan discharge) P = Permanent (applicant approved for permanent loan discharge) M = Multiple (applicant meets more than one of the conditions above) N = None SAR C Code is set for all values of Discharge Codes *except* for the value N. Comment code (115) is used for all conditions.
7	NSLDS Financial Aid History Information: Title of the second section is changed to Defaulted/ Discharged Loan Detail Information.

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#	ISIR
8	→ *New* NSLDS Financial Aid History Information: Added 3 postscreening reason codes, and the ISIR can display up to 3 codes. 11 = No longer exceeds subsidized loan limit 12 = No longer exceeds combined loan limit 13 = Change in discharge status
9	NSLDS Financial Aid History Information: Pell Reporting School code changed to Pell School Attended code.
10	NSLDS Financial Aid History Information: Pell Remaining Amount to Be Paid field is removed.
11	→ *New* NSLDS Financial Aid Information History, Direct Loan PLUS MPN flag: Values are the same as the MPN flag for student borrowers. A = Active C = Closed I = Inactive N = No MPN on file U = Unavailable Blank = No data from NSLDS

#	Paper SAR
1	SAR is YELLOW.
2	→ *New* E-mail address is numbered and can be corrected on the paper SAR.
3	→ *New* Student ID barcode is added to correction pages.
4	DRN is moved to the bottom left-hand corner on the first few pages to avoid confusion with EFC. Correctable pages after that continue to have the DRN in the upper right hand corner. *Note: For 2002-2003, the DRN was in the upper right hand corner of all SAR pages.*
5	→ *New* Statement is added to Page 2 of SAR advising student to notify FAA if drug conviction status changes.
6	SAR states more prominently that students can use the Web to correct their application information instead of making corrections on the paper SAR.
7	Simplified SAR comment text.
8	Title of the second section of the NSLDS History Information is changed from "Defaulted Loan Detail Information" to "Defaulted/Discharged Loan Detail Information."

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#	SAR on the Web
1	Students with PINs can access their SAR data on the Web by going to Student Access on the Web. Applies to Web, paper, and EDExpress filers. SAR on the Web: • Displays full SAR comment text • HTML and PDF printed versions display the same information and includes all fields on the printed SAR • Allows students to click on new Make Corrections button and be taken directly to COTW • Refers/links students to NSLDS Web site for most current financial aid history information

#	EDExpress
	Global
1	→ *New* Global – Reports: Student Summary Report is added to the software. Gives the school the capability to go to 1 report and see where a student is in the process overall or if all the aid that was initially awarded has been disbursed, as well as if the student's original award changed between the initial award letter and the final disbursement. Can also be printed in a batch mode. Contains the following award information: • Original/Current SSN • DOB • Full Name • EFC/Sec EFC (if applicable) • E-mail • Packaging Awards • Direct Loan Awards (both Origination and Disbursement) • Pell Awards (both Origination and Disbursement) • Active/Paid On Transaction
2	Entry: Schools can open records with either Current SSN or Original SSN.
3	Entry: VA Monthly Benefits field increases from 3 to 4 characters.
4	Entry: Schools can correct e-mail addresses to "blank."
5	Entry: Schools can correct the field Eligible to File 1040A or 1040EZ question for student and parents via the Verification Worksheet tab.
6	On-line Help: Help pull-down menu includes a link to the School Portal.
7	On-line Help: Example of how to customize the order of User Database field is included.
8	→ *New* School can send documents to students through e-mail, including: • Document tracking letters • Award letters • Other student letters • Student summary report (new)
9	Menu: Can link to FAA Access to CPS Online from within EDExpress view menu while in a student record. EDExpress launches a browser window and brings up the FAA Access home page.
10	Document Tracking & User-defined Letters: Can float the student's name after the "Dear" greetings of student letters.

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#	EDExpress
11	Setup • Maximum number of fields is viewable in User Data (in individual records) without scroll bars. • On the import dialog, the system default value for Update Demo Data? is checked.
12	Multiple Entry: Can change the following fields to "blank" • Verification Code • Loan Entrance Interview Date • Transaction Paid On • Document Received Date (only if changing document status to N, I, or W)
13	Tabs: Student e-mail is displayed on the ISIR, ISIR Review, Loan, Awards, Pell, Verification Worksheet tabs.
14	Tabs: Default for the Verification Status code on the Demo tab is set to "blank" when a demo record is manually added to the software.
15	Tabs: Can view the Verification Tracking flag on the ISIR tab, and on the printed ISIR in the FAA Information section. FAAs can query on the flag when printing reports within the Application Module.
16	Tabs: Misleading Totals for the ISIR and Tax/Wrksht columns for both student and parent on the Verification Worksheet tab are no longer displayed.
17	Export: Schools can export ISIRs using transaction preferences "All, Highest, and Active."
18	Query: Schools using parameter queries do not have to click through the extra display screen listing their parameter value(s).
19	Print: Checkboxes for the following fields on the Print ISIR selection screen are defaulted as checked (schools can uncheck): Print FAA Comments, Print SAR Comments, Print Loan Information
20	Print: Schools can print ISIRs using the batch ID filter along with a query.
21	Print: Schools can identify students with more than 6 loans via the print ISIR Report.
22	Print: Schools can use the Print to a File option when printing letter types from within a student record.
23	Print: Users can use the Print to E-mail option to e-mail various items including student-based letters and the new Student Summary Report as an attachment. Additional notes can be added to the body of the e-mail.
24	Print: In the NSLDS dialog box and NSLDS Report, the FFEL Consolidation Subsidized and FFEL Consolidation Unsubsidized values print separately rather than as the aggregate total.
	Apps
25	General: While in an EDExpress view menu in a student record, an FAA can link to the FAA Access to CPS Online Web site. The windows function separately when both are open.
26	SAR/ISIR tab: Verification Tracking flag is displayed on this tab, as well as on the FAA Information section of the ISIR. (Schools can query and print based on this flag.)
27	SAR/ISIR tab: Student's e-mail address can be corrected to "blank."
28	NSLDS Dialog: Title of the second section is changed to Defaulted/ Discharged Loan Detail Information.
29	→ *New* NSLDS Dialog: Dialog and report display "Direct Loan PLUS MPN."
30	NSLDS Dialog: Pell Remaining Amount to be Paid is removed from NSLDS dialog box and report.
31	NSLDS Dialog: Pell Reporting School code changed to Pell School Attended code.
32	→ *New* NSLDS Dialog: Added 3 postscreening reason codes to the NSLDS dialog box and report.

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#	EDExpress
33	→ *New* NSLDS Dialog: Discharge Codes values D = Death P = Permanent R = Reaffirmed M = Multiple C = Conditional N = None SAR C Code is set for all values of Discharge Codes *except* for the value N. Comment code (115) is used for all conditions.
34	Print Dialog: Default value for the checkboxes for the following fields on the Print ISIR selection is checked (can uncheck): Print FAA Comments, Print SAR Comments, and Print Loan Information.
35	→ *New* Print Dialog: Checkbox in the print dialog (ISIR Report) is added to select students with more than 6 loans.
36	→ *New* Edits: End of Entry Edit rejects dependent students with no parent's last name or SSN.
37	Edits: If a parent is a noncitizen, the parent's SSN field must be filled in with all zeros (000-00-0000).
38	Edits: If a parent is a U.S. citizen, that parent's SSN should valid (001-01-0001 through 999-99-9999).
39	Edits: If a parent does not have a last name, enter single/first name in the last name field.
40	Edits: Help is disabled for all End of Entry Edits.
41	Export Dialog: Transaction Preference filter is displayed on the export dialog box for the External ISIR export, with the options for this field as "All, Highest, and Active."
42	Verification Worksheet Tab: Eligible to File 1040A or 1040EZ question for student and parent is added to this tab.
43	Corrections: The Input Record Type field is used to distinguish the types of corrections from EDExpress. 3 values are used. H = Full SAR corrections Q = Quick corrections V = EDE Verification Worksheet corrections
44	Setup: System default value for Update Demo Data? is checked. *Note: For 2002-2003, the system default was unchecked.*
45	Application/Transaction Source/Site Codes are renamed Application/Transaction Data Source (1st digit) and Application/Transaction Data Type (2nd digit) and the codes have been redefined: 41 is DELETED 54 is DELETED 51 = Paper Applications 55 = Paper Spanish Apps 52 = Paper Renewal Apps 56 = Paper Signature Pages 53 = Paper Corrections 77 is DELTEED
46	Application/Transaction Source/Site Codes: Entry Source Code value of "3" is used in order to accumulate counts for Easy FAFSA records. Following source/type codes are used: 31 = Full SAR corrections 32 = Electronic Signatures 33 = Quick Corrections 34 = Verification Worksheet corrections
	Packaging
47	Multiple Entry: COA field is updateable via multiple entry when the record is packaged.

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#	EDExpress
48	Multiple Entry: Schools can change the following fields to "blank" • Parent's State of Legal Residency • SAP • Award Letter Received date (must also remove Award Letter Received flag when changed to "blank") • Low Tuition
49	Setup: Length of the Term column in academic year setup increases to 9 characters, all displayed.
	Direct Loan & Pell: EDExpress is a Full Participant for Direct Loan/Pell Payment in 2003-2004 send/receive Origination and Disbursement data to/from COD using the Common Record XML format. Schools are not required to move to XML now, but **have to modify processes to accommodate the new fields and edits that are being implemented due to COD**. These new fields and edits are listed in lines 50 through 60.
50	→ *New* Setup: New school identifiers • School Identifier: Entity ID or Routing ID (RID) • School Identifier: Source Entity ID applies to servicers • Disbursement Profiles • Funding Methods
51	Multiple Entry for DL: Schools can change the following fields to "blank" • College Grade Level (allow only when loan not originated) • Loan Entrance Interview Date
52	Multiple Entry for Pell: Schools can change the following fields to "blank" • End of entry edits in place to prevent changing to blank when not allowed • Enrollment Status (If kept, allow only when Payment Methodology is Formula 4) • Verification Status Code • Origination Cross Reference • Weeks Used to Calc (allow only when Weeks of Instruct Time is blank) • Weeks of Instruct Time (allow only when Payment Methodology is Formula 1) • Credit/Clock to Complete (allow only when Payment Methodology is Formula 1-3) • Credit/Clock in Program (allow only when Payment Methodology is Formula 1-3)
53	Disbursement Release Indicator is added to Multiple Entry.
54	Origination • Batches are now Documents • Acknowledgements are now Responses
55	Disbursements • Pell is more like Direct Loan for disbursement activity types • Sequence numbers added • Pell correction is more like DL-instead of adjusting a disbursement, the new amount replaces the prior with a new sequence number
56	External Add/Change Import: Data is kept in a flat file.
57	Disbursements: Estimated Disbursement Dates for Pell Payment is removed. Full Participants are not required to submit this data to COD to process Pell Grants.

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#	EDExpress
58	Disbursements: Pell Disbursement Profiles • Schools can create Pell Disbursement Profiles that are used to calculate Edit Only disbursements. • Use of the Pell Disbursement Profiles is not required, but use of Direct Loan Disbursement Profiles is still required. • Pell disbursement profiles include Disbursement Dates that are used to create disbursement amounts. Once the profile is attached to a student record, schools can process an award (via Calculate), save on the tab, or have the software automatically create disbursement records. The amounts calculated use TPC (usually scheduled award) and are split evenly between the # of Disbursement dates defined.
59	Disbursements: DL Anticipated Disbursements grid is renamed to more closely follow COD terminology (edit-only disbursements).
60	Disbursement Tab: Following changes are made: • DRI is added to this tab. Schools can create edit-only disbursements at any time. • DRI for actual disbursements cannot be set to "true" more than 30/7/0 days in advance. • Based on Funding Method • Applies to both Direct Loan and Pell Payment • Funding Method is defined in Setup
61	Setup: Estimated Disbursement Dates are removed from Setup.
62	Import Types: EDExpress has only 1 Import type and message class for Origination/ Disbursement, CODRECOP. All origination (edit-only) records, all disbursement records and all change records come back in 1 message class.
63	Export Types: EDExpress has only 3 Export Types that use the same message class: • Pell-only records • Direct Loan-only records • All records (DL & Pell) ready to be batched

#	DL Tools For Windows
1	→ *New* SAS-DL report combines the previous Direct Loan School Account Statement (DLSAS) and the 732 reports. DL Tools updates the compare process to use the new combined SAS-DL and provides all current functionality provided in DL Tools.
2	Cash Receipts and Excess Cash values display as positive numbers on the SAS-DL except when noting a downward adjustment transaction. DL Tools processes the values accordingly.
3	Compare program for the SAS-DL is updated to run school disbursement records at the individual disbursement level instead of a cumulative disbursement amount at the loan level.
4	Direct Loan Measurement Tool reports are located in the DL Tools for access by all Direct Loan schools *(moved from EDExpress)*. Examples of 2 such reports are the Direct Loan Volume Measurement Tool report and the Disbursement Measurement Tool report.
5	→ *New* Report displays individual disbursements and includes the number of actual disbursements/loan.

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#	ISIR Analysis Tool (formerly QA Tool for Windows)
1	➔ *New* Name of the software changes from Quality Analysis (QA) Tool to ISIR Analysis Tool.
2	Setup option defines school verification profiles. Another option sets the School Verification flag for students meeting the selected criteria.
3	Footnote on some reports refers to on-line Help for explanations of the detail and summary data included on the reports. Specific path to Help is included in the footnote.
4	Source of the ISIR correction is displayed on the Transaction Comparison tab, as well as on reports.
5	On-line Help clarifies how the numbers on the reports are affected when a student's dependency status changes from Dependent to Independent and how the parental data fields are treated in this situation.
6	More ISIR fields are available in Query to increase the flexibility of ISIR Analysis Tool.
7	Paid On School Verification flag is removed from the software.

#	FISAP
1	➔ *New* Web-based training on the Campus-Based Program's Fiscal Operations Report and Application to Participate (FISAP) is available by accessing the FISAP on the Web login page at http://www.cbfisap.sfa.ed.gov and clicking on the link for the FISAP training module. Course focuses on explaining why the various information contained in the FISAP is needed and how to obtain it. Points out areas where people have difficulty and includes instruction on navigating the application.

#	NSLDS
1	➔ *New* GA: System has converted from tape to SAIG and allows for electronic reporting.
2	➔ *New* GA: Frequency with which some agencies report increased.
3	➔ *New* GA: Can update loan information directly online with NSLDS. For security reasons, only 2 users from each GA are granted this authority at 1 time.
4	GA: Some edits are modified, including: • File tolerance edits reduced on collections to 30%, and TOP reduced to 10% • Edit for Loan Status "IA" changed to allow an effective date later than the guaranty date • Edit on Academic-Level Aggregate Limit revised to edit against Net Guaranty Amount instead of Guaranty Amount
5	➔ *New* Schools: Beginning with the fiscal year 2001 draft cohort default rate distribution in February of 2003 and continuing for every notification process thereafter, ED electronically transmits cohort default rate notification packages to schools via the Student Aid Internet Gateway (SAIG). Electronic cohort default rate (eCDR) notification process replaces the paper notification process for all Title IV schools located in the United States. *Note: All domestic Title IV schools must sign up to participate in eCDR via the SAIG enrollment form at www.sfawebenroll.ed.gov. Enrollees in eCDR must also submit a President, CEO, or Chancellor signature page to activate the eCDR process for their school.*

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#	NSLDS
6	➔ *New* Schools: Financial Aid History (FAH) Requests is combined with Transfer Student Monitoring Process. Process has 1 input file and 1 output file. Schools can request the FAH immediately, can request that the student be placed on the monitoring list, or both. *Note: The system accepts the old FAT input file and message classes until June 30, 2003.*
7	➔ *New* Schools: NSLDS batch or online user signup or change information is accepted only via SAIG.
8	➔ *New* Schools: Customer Care Center (CCC) is available to help resolve data conflicts as well as to negotiate with Data Providers. In some cases, the CCC allows NSLDS to become the Data Provider of last resort. Schools report conflicts and documentation. In response, the CCC works with the Data Provider to resolve the conflict and then notifies all parties when resolution is reached.
9	Schools: Enrollment Reporting (formerly SSCR) process has changed to allow for more real-time data to be provided to NSLDS.
10	Schools: Enrollment Reporting enhancement allows for retention of all enrollment data sent to NSLDS and enables the display of a history on the Web.
11	➔ *New* Schools: New Enroll tab is available. Selections include: • Enrollment Summary • Enrollment Add • Enrollment Update • Enrollment Reporting Schedule • *Note: Only schools can view Enrollment Add and Enrollment Update.*
12	➔ *New* Schools: New reports include: • FAT requests online (FAT001) • School Overpayment Report (OVP001) • Enrollment Reporting Summary Report (SCHER1) • Date Entered Repayment Report (DER001) • Default Loan Summary Report (SCHDF1)
13	Schools: Exit Counseling and Exit Counseling by SSN Reports (SCH01B and SCH01A) are enhanced.
14	Web site changes include the following. • Home Page: Layout and colors • Loan Summary: Aggregate calculation formula for recent loans • Loan Summary: Displays allocation of CL Outstanding Principal Balance to Subsidized, Unsubsidized, Combined and Unallocated based on underlying loans (by the date these training materials were produced, a decision on implementing this item had not yet been made) • Loan Summary: Includes aggregate for consolidated underlying loans at the loan level • Loan Summary: Added DL PLUS MPN flag • Loan Summary: Added flag to indicate student is near or has reached aggregate subsidized limits • Loan Summary: Added flag to indicate student is near or has reached aggregate combined limits • Loan Summary: Added type of discharge to warning icon • Pell History: Removed remaining amount to be paid • Pell History: Displays attending school instead of reporting school • Pell History: Renamed "Disb. Post Date" to "Posted by Pell" and "As of Date" to "Latest Disb"

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#	COD	Pell Grant Program	DL Program
1	➔ *New* Full Participants only: Following tags are added: • Negative Pending Amount • Total Financial Award Accepted • Total Financial Disbursement Accepted • Total Funded Disbursement Accepted • Total Non-Funded Disbursement Accepted	X	X
2	➔ *New* Full Participants only: Endorser Amount tag: • Will be returned to schools on the credit decision override response • Will not increase once an endorser addendum is accepted In addition, Actual Disbursements cannot exceed the endorser amount.		X
3	➔ *New* Phase-In Participants: Endorser Amount field is added and: • Will be returned to schools on the credit decision override response • Will not increase once an endorser addendum is accepted In addition, Actual Disbursements cannot exceed the endorser amount.		X
4	MPN for PLUS loans • Parent borrower who borrows to pay for the educational costs for 1 child will sign an MPN to cover the loan or loans. If the parent is borrowing for more than 1 dependent student, a separate MPN is needed for each child. Unless the parent obtains an endorser on a loan, single-year or multi-year use of the MPN will be authorized according to regulations. • If a parent borrower obtains an endorser on a loan, the MPN that the parent borrower signed becomes a single-loan MPN and no additional loans can be made under that MPN.		X
5	With the implementation of the PLUS MPN, a PLUS disclosure statement must be provided/printed by the school or COD prior to or on the date of disbursement.		X
6	Parent borrower needs a PIN to complete an eMPN for PLUS loans, and credit decisions do not have to be made before a PLUS eMPN is completed.		X
7	Full Participants only: When a Direct Loan Award is established on COD without disbursement data, COD sends a warning to the school. School is responsible for printing and providing the disclosure statement if disbursement data is not sent at least 5 days in advance of the first disbursement date.		X
8	Full Participants only: When a school does not send disbursement data at least 5 days before the first disbursement date and does not indicate that it has printed/provided the disclosure statement, COD prints and provides the disclosure statement to the borrower and sends a warning to the school.		X
9	Full Participants only: Due to the implementation of the PLUS MPN, the Award Amount Requested tag is no longer returned on MPN responses for award year 2003-2004 and forward. *Note: Field can only be submitted for award year 2002-2003.*		X

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#	COD	Pell Grant Program	DL Program
10	Phase-In Participants: Loan Amount Requested field is filler on the loan origination record, the loan origination acknowledgement and the MPN acknowledgement.		x
11	EDExpress users become Full Participants in 2003-2004. • EDExpress software is modified to import and export XML to/from the COD system. • For combo systems, external import and export continue to be in current fixed length formats. • All reports continue to be produced and imported in current formats not XML.	x	x
12	Subsidized and Unsubsidized loans have an updated MPN.		x
13	→ *New* Added MPNID tag value: N = PLUS.		x
14	→ *New* Added Promissory Note Print field value field: O = School or its delegate prints and sends the PNote.		x
15	Disclosure Statement is updated for Subsidized and Unsubsidized loans.		x
16	→ *New* Full Participants only, added Disclosure Statement Indicator value: S = School printed and provided a disclosure statement to the borrower.		x
17	→ *New* Added Pell verification status code: S = Selected for verification but not verified. Allows a school to report students selected for verification by CPS but who are not required to be verified.	x	
18	Full Participants only: Abbreviations are eliminated from tag names in the Common Record Layout. • All Common Record tag names reflect PESC and EBXML standards. • Existing Full Participants can continue to use the old tag names for 2002-2003 award year processing. • All new Full Participants for the 2003-2004 award year processing must conform to the new tag names.	x	x
19	Full Participants only: Following modifications are made to the Common Record layout: • Student/Borrower Identifier field maximum length increases from 52 to 54 and all 3 attributes in the field are required. • Disbursement Release Indicator replaces Payment Trigger Flag • ResponseErrorField field maximum length is changed to 35. • Software is changed from an attribute to 2 elements: SoftwareProvider and SoftwareVersion. • AddressTypeCode is changed from a Boolean to a string with valid values of P/T (Permanent/Temporary). • SecondaryEFCCode is added as a valid tag for Campus-based programs (Perkins, SEOG, and FWSP). • CWC is removed as a valid value for Award Type.	x	x
20	Entrance Counseling is moved to the Direct Loan Servicing Web site.		x

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#	COD	Pell Grant Program	DL Program
21	MPN expiration date is based on the date the MPN is received by COD. Applies to MPNs where the first loan linked to the note occurs on or after implementation of the 2003-2004 COD release. *Note: Change is contingent on a proposed change to the MPN expiration date regulation scheduled to be finalized in November 2002.*		X

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2003-2004 ISIR Comment Codes and Text

The codes in this table are in numerical order and **all appear on the ISIR**. *If a number does not appear in the list, assume that that code is not used. An "*" (asterisk) in the Match Flag column means that a match flag value is not generated for cases that were not/could not be sent to the matching agency.*

Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
001	This is a copy of the ISIR you requested.			
003	This ISIR shows corrections to your data that was previously entered incorrectly.			
004	This ISIR has been produced due to a change in your financial aid history information in the National Student Loan Data System (NSLDS) that may affect your eligibility for federal student aid.			
005	We were unable to read all of the information on your application or SAR because it was damaged. Please review all of the items on this ISIR and make any corrections as needed.			
006	If you need additional help with your ISIR, contact your school Financial Aid Administrator (FAA) or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your address changes, contact your school or call 1-800-4-FED-AID and ask a customer service representative to make the change for you.			
009	We cannot process your application further because of issues raised by terms of the Anti-Drug Abuse Act of 1988. For information on how to proceed, you must contact us within 30 days from the date of this letter by telephone at 202-377-3243. **Resolution required.** No resolutoin required. May be resolved only by ED.			19
010	For additional information about your FSEOG overpayment, your Financial Aid Administrator must access NSLDS. **Resolution required.**	3	Y	
013	You cannot change your social security number because the Social Security Administration already verified that this social security number belongs to you.	4		
018	You must provide your date of birth. **Resolution required.** Correct the student's DOB.			5
020	To resolve your Pell overpayment, your Financial Aid Administrator must access NSLDS for additional Pell overpayment information. **Resolution required.**	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
023	It appears that the social security number you reported on your application is not valid. Review the number you reported in Item 8 and make the necessary corrections. **Resolution required.** If the student's SSN is correct, the student should contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag. If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. *Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application	8		N, P, 5, 13, 14, 16
024	The Social Security Administration (SSA) did not confirm that the social security number you reported on your aid application is valid. If you believe that the number you reported is correct, contact the SSA. If the social security number is incorrect, you should submit a new application with the correct social security number. **Resolution required.** If the student's SSN is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag. If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. *Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application.	1		18

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
026	If you want to register with Selective Service, you may answer "Yes" to both "Are You Male?" and "Register for Selective Service?" on this ISIR, complete a Selective Service registration form at your local post office, or register online at **www.sss.gov**. Selective Service will not process your registration until 30 days before your 18th birthday.	T		
028	We have forwarded your name to Selective Service for registration, as you requested. They will process your registration request 30 days prior to your 18th birthday.	T		
030	The Selective Service reported that you have not registered with them. If you are female or were born before 1960, registration is not required. Otherwise, if you have not yet registered, are male, and are 18 through 25 years of age, to receive aid you must answer "Yes" to both "Are You Male?" and "Register for Selective Service?" on this ISIR, complete a Selective Service registration form at your local post office, or register online at **www.sss.gov.** If you believe you have already registered or are exempt, please contact the Selective Service at 847-688-6888. **Resolution required.** In order to meet student eligibility requirements, student must: • Register with Selective Service, • Present appropriate confirmation (i.e., his Selective Service Registration Acknowledgement or his letter of registration) that he is already registered, or • Qualify for a waiver or exemption	N	Y	
031	We have forwarded your name to Selective Service for registration, as you requested.	Y		

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
033	We could not send your name to Selective Service as you requested because you did not give us enough information, you are outside the age range for registration, or you did not sign your form. If you are at least 18 but not yet 26, you may register by answering "Yes" to both "Are You Male?" and "Register for Selective Service?" on this ISIR. You may also register by completing a Selective Service registration form, available at your local post office, or by registering online at **www.sss.gov.** If you are a male who has reached age 26, you cannot use the ISIR to register. You must contact Selective Service at 847-688-6888 to resolve your registration status before you can receive federal student aid. You are exempt from registering if born before 1960. **Resolution required.** If student is between the ages of 18 and 26, help student make corrections to his SAR/ISIR and submit corrections for processing. If the information needed to register the student is present, student's name will be sent to Selective Service. Review subsequent SAR/ISIR for updated registration flag. If student is over the age of 26 and has not yet registered, student must obtain documentation from Selective Service regarding his registration status. Determine if the student is exempt from registering or is eligible for a waiver of the registration requirement. If student did not register by the age of 26 and is not exempt or waived from the registration requirement, student may not be eligible for aid.	blank	Y	
037	Certain post-baccalaureate students enrolled in teaching credential programs may be eligible for a Federal Pell Grant.			
038	To resolve your Pell overpayment, your Financial Aid Administrator must contact the school associated with the Pell overpayment. **Resolution required.**	3	Y	
039	To resolve your Pell overpayments, your Financial Aid Administrator must access NSLDS for additional Pell overpayment information. **Resolution required.**	3	Y	
040	You already submitted an application to us for this school year. This ISIR contains the same information as the ISIR you received from your previous application. We made changes only to the schools you listed or your address.			
041	To resolve your Pell overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
042	To resolve your Pell overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
043	To resolve your Pell overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
046	This ISIR has been produced due to information we received from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS did not confirm your statement that you are an eligible noncitizen. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid. **Resolution required.** Must begin paper (G845) secondary confirmation process.	N	Y	
047	There are issues with your application information that need to be resolved before your eligibility can be determined. Read this letter carefully and review any items marked on this ISIR. After making all necessary corrections, you and your parent must return all documentation to your school.			
048	You have reported a social security number for your parent that is the same as yours.	4		
049	You must report a social security number for your father or mother. If your parent does not have a social security number, you should correct that field to all zeroes. **Resolution required.** Review and supply Father's/Stepfather's or Mother's/ Stepmother's SSN, or use 000-00-0000 if they do not have SSNs.			9
050	There are issues with your application information that need to be resolved before your eligibility can be determined. Read this letter carefully and review any items marked on this ISIR. After making all necessary corrections, you must return all documentation to your school.			
051	You did not provide the complete social security number and name for your parent(s).			
052	Your answer to "Drug Conviction Affecting Eligibility?" has changed since you filed your initial application.			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
053	You left "Drug Conviction Affecting Eligibility?" blank. Your failure to provide an answer to this question makes you ineligible to receive Title IV aid. Either indicate that you have never been convicted of possessing or selling illegal drugs or use the enclosed worksheet to determine your answer to this question. In any case, you can correct this item by calling 1-800-4-FED-AID (1-800-433-3243) or by going to **www.fafsa.ed.gov**. You can also see your Financial Aid Administrator for assistance. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid. **Resolution required.** Applicant is not eligible for federal aid if this response is left blank. A correction to provide a response must be made by following the directions provided in the comment text.		Y	
054	You reported a '2' in response to "Drug Conviction Affecting Eligibility?" This indicates that you are ineligible for federal student aid for part of the 2003-2004 school year. Your period of ineligibility resulting from your drug-related conviction(s) ends on or after July 1, 2003 but before June 30, 2004. You should contact your Financial Aid Administrator when your ineligibility period ends so that he or she can determine if you may receive federal funds during the 2003-2004 award year. **Resolution required.** Applicant is not eligible for federal aid until ineligibility period expires between July 1, 2003 and June 30, 2004.		Y	
055	Your denial of benefits under the Anti-Drug Abuse Act of 1988 has been resolved and processing of your student aid application may continue.			
056	You reported in "Drug Conviction Affecting Eligibility?" that you have been convicted of an illegal drug offense. If you determine that your conviction(s) do not affect your eligibility for federal student aid, or affect it for only part of the 2003-2004 school year, you must correct "Drug Conviction Affecting Eligibility?" by using this report. You can also correct this item or get additional help with this question by calling 1-800-4-FEDAID (1-800-433-3243). YOU ARE NOT ELIGIBLE FOR FEDERAL STUDENT AID WHILE YOUR ANSWER TO "DRUG CONVICTION ELIGIBILITY" IS '3'. Whether or not your conviction(s) affect your eligibility for federal student aid, you may still be eligible to receive state, school, or other non-federal student aid. **Resolution required.** Applicant is not eligible for federal aid. If response is incorrect, applicant should follow directions in the comment text to make a change. Applicant should not be referred to any other phone numbers at the Department of Education for resolution.		Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
057	Selective Service did not register you because you did not answer "Yes" to "Are You Male?" If you want to register, answer "Yes" to BOTH "Are You Male?" and "Register for Selective Service?" on this ISIR, complete a Selective Service registration form at your local post office, or register on-line at **www.sss.gov**. **Resolution required.**		Y	
058	You reported in "Drug Conviction Affecting Eligibility?" that you are not eligible for federal student aid as a result of a drug-related conviction, or that you do not know if your conviction(s) affect your eligibility. You may still be eligible to receive state, school, or other non-federal student aid. If you determine that you have incorrectly answered this question, you must correct "Drug Conviction Affecting Eligibility?" by using this report. You can also correct this item or get help with this question by calling 1-800-4-FED-AID (1-800-433-3243). **Resolution required.** Applicant is not eligible for federal aid. If response is incorrect, applicant should follow directions in the comment text to make a change. Applicant should not be referred to any other phone numbers at the Department of Education for resolution.		Y	
059	The Social Security Administration could not determine if the social security number you reported belongs to you because you did not give us your last name, date of birth and/or signature. Review these items and make the necessary corrections. **Resolution required.** When SSN was checked against valid range table, SSN was within valid range. Student will still receive reject for missing name, date of birth, and/or signature (not for match flag 8). Help student make corrections to name, date of birth or signature. When corrections are submitted, record will be sent to SSA for matching. Review subsequent transactions for updated match flag.	8		N, 5, 13, 14, 16

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
060	The date of birth you reported on your application doesn't match the Social Security Administration's records. If the date of birth you reported is correct, contact SSA. If it is incorrect, you should make corrections on this ISIR. **Resolution required.** The student must make a correction to provide the correct date of birth. If the date of birth is correct, the student must correct the date of birth on the SAR/ISIR to the same value reaffirming that it is correct. CPS will then reprocess the transaction without the reject. In addition, if the student's date of birth is correct, the student should contact SSA to update its records. Records sent for rematching in future years would continue to receive this match flag until SSA updates its database. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag.	2		R
061	The name you reported on your application doesn't match the Social Security Administration's records. If the name you reported is correct, contact SSA. If it is incorrect, you should make corrections on this ISIR. **Resolution required.** Student may provide documentation explaining discrepancy in name (e.g., marriage certificate, court order, etc.). If the student's name is correct, the student may wish to contact SSA. Once SSA corrects its records, the student may reenter the name and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. If the name is incorrect, the student may correct the name on SAR/ISIR. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag.	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
062	The Social Security Administration could not confirm your claim of U.S. citizenship because of questions about your social security number, name, or date of birth. **Resolution required.** Help student make corrections to social security number, name, or date of birth if necessary so that the student's record can be sent back to SSA for matching. Review subsequent transactions for updated match flag. Note that if the SSN was incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the student's original SAR ID will not change, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. Alternatively, the applicant may file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application. If the student believes the information reported on the application is correct, student should contact the Social Security Administration. Obtain documentation from the student that clearly proves that the student is either a citizen or eligible noncitizen.	N		18
064	As we indicated on your previous ISIR, the name you reported on your application does not correspond with the social security number you provided. If the name you reported is correct, contact SSA. If it is incorrect, you should make corrections on this ISIR. **Resolution required.**		Y	
065	To resolve your FSEOG overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
066	To resolve your FSEOG overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
067	To resolve your FSEOG overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
068	You did not indicate on your application that you are a U.S. citizen or an eligible noncitizen. To be eligible to receive federal student aid, a student must be -- (1) A U.S. citizen (or U.S. National), or (2) An eligible noncitizen, such as a U.S. permanent resident or a resident of certain Pacific Islands, or as determined by the Department of Education. **Resolution required.** Review or correct Citizenship Status.	blank		17
069	Review your date of birth and either confirm the date you have reported or make the necessary corrections. **Resolution required.** Verify or correct the DOB.			A
070	You reported that you will either have a bachelor's degree by July 1, 2003 or you will be working on a degree beyond a bachelor's degree. Graduate students are eligible for most types of federal aid, but generally not the Federal Pell Grant.			
072	Review your date of birth and either confirm the date you have reported or make the necessary corrections. **Resolution required.** Verify or correct the DOB.			B
075	You must report your marital status as of the date that you signed your original application. You should not update this item if your marital status changed after you signed and submitted your application.			
076	Social Security Administration (SSA) records indicate that the social security number (SSN) you provided belongs to you but also belongs to a deceased person. If the SSN you reported is correct, you must contact an SSA office to resolve this problem.			8
077	To resolve your FSEOG overpayment, your FAA must contact the school associated with the FSEOG overpayment. **Resolution required.**	3	Y	
078	The U.S. Department of Education granted permission to process your application after the July 1, 2004 deadline.			
079	To resolve your FSEOG overpayments, your Financial Aid Administrator must access NSLDS for additional FSEOG overpayment information. **Resolution required.**	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
080	We recently received a student aid application with an incomplete name from this address. The applicant should review the ISIR and provide his or her full name. If the applicant does not have both a first and a last name, contact your FAA for assistance. **Resolution required.** Verify or correct the student's last name or first name or verify a blank first or last name field if the student actually has only one name.			N
082	We recently received a student aid application with no name from this address. The applicant must provide a full name on this ISIR **Resolution required.** Provide the Student's Last Name or Student's First Name. If student has only one name, put that name in both fields (Student's Last Name and Student's First Name).			13
085	We assumed your parent(s) did or will file a 2002 income tax return.			
086	To resolve your Perkins overpayment, your Financial Aid Administrator must access NSLDS for additional Perkins overpayment information. **Resolution required.**	3	Y	
087	We assumed your parent(s) did not and will not file a 2002 income tax return.			
089	Review your parents' marital status. If your parents are not married, provide the income for only the parent(s) who support(s) you. **Resolution required.** Student is dependent. Review and provide: • Parents' Marital Status • Father's/Stepfather's Income From Work • Mother's/Stepmothers Income From Work			11
090	To resolve your Perkins overpayment, your Financial Aid Administrator must contact the school associated with the Perkins overpayment. **Resolution required.**	3	Y	
094	It appears you reported the same adjusted gross income value for you and your parents. Review these items and make any necessary corrections.			
095	We assumed you did or will file a 2002 U.S. income tax return.			
097	We assumed you did not and will not file a 2002 U.S. income tax return.			
099	Review your marital status. You should report income for a spouse only if you were married as of the date you submitted your application. **Resolution required.** Student is independent. Review and provide: • Student's Marital Status • Student's Income From Work • Spouse's Income From Work			Indep. Std. = 11

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
100	To resolve your Perkins overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
101	To resolve your Perkins overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. **Resolution required.**	3	Y	
102	To resolve your Perkins overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245 **Resolution required.**	3	Y	
103	We could not find one or more of the schools you listed in our file of eligible schools. To receive federal student aid, you must attend a school that participates in the federal student aid programs.			
104	ATTENTION: You did not list any schools or the schools you listed are not in our file of eligible schools. To receive federal student aid, you must attend a school that participates in the federal student aid programs.			
105	This ISIR has been produced because we received information from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS has not yet confirmed your statement that you are an eligible noncitizen. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof to your school within 30 days, or longer if your school allows, you may not be eligible for federal student aid. **Resolution required.** School is encouraged, but not required, to wait ten business days for another systems generated ISIR with updated secondary confirmation match flag before beginning mandatory paper (G845) secondary confirmation process.	C	Y	
106	You have corrected information on your ISIR more than 10 times. Before sending in another correction, contact your Financial Aid Administrator for assistance.			
107	To resolve your Perkins overpayments, your Financial Aid Administrator must access NSLDS for additional Perkins overpayment information. **Resolution required.**	3	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
108	Your parent did not sign your application or the corrections you submitted. If your parent is not able to sign, see your Financial Aid Administrator or High School Counselor. **Resolution required.** Signature correction must be made on a printed SAR certification page and resubmitted to the FAFSA Processor or may be corrected electronically.			15
109	This ISIR has been produced because we received information from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS did not have enough information to confirm your statement that you are an eligible noncitizen. You must contact the Financial Aid Administrator at your school to find out what information is needed. If you fail to submit the required information within 30 days, or longer if your school allows, you may not be eligible for federal student aid. **Resolution required.** Must begin paper (G845) secondary confirmation process.	X	Y	
110	We have not received the signature page from your FAFSA on the Web application or correction. We must have your signature before we can determine your eligibility for federal student aid. **Resolution required.** Signature correction must be made on a printed SAR certification page and resubmitted to the FAFSA Processor or may be corrected electronically.			16
111	The amount you reported for taxes paid by your parent(s) is equal to or greater than the amount you reported for their adjusted gross income. Review these items and make the necessary corrections. **Resolution required.** Correct Taxes Paid to an amount that is less than AGI or change AGI to an amount greater than taxes paid.			12
112	Based on the information we have on record for you, your EFC is____. Your school will use this number to determine what types of aid and how much you are eligible for. You are not eligible for a Federal Pell Grant but you may be eligible for other aid.			
113	We assumed the value for number in college based on your parents' marital status and number of family members. Your parents should not be included in the number in college.			
114	The amount you reported for your taxes paid is equal to or greater than the amount you reported for your adjusted gross income. Review these items and make the necessary corrections. **Resolution required.** Correct Taxes Paid to an amount that is less than AGI or change AGI to an amount greater than taxes paid.			12

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
115	The National Student Loan Data System (NSLDS) indicates that one or more student loans have been discharged. If you have questions, see the Financial Aid Administrator at your school. **Resolution required.** Refer to: Chapter 3 of the Student Eligibility volume of the 2002-03 Federal Student Aid Handbook: **http://www.ifap.ed.gov/sfahandbooks/attachments/0203Vol1Ch3.pdf** Chapters 4 and 5 of the Student Loan Guide, dated 2002: **http://ifap.ed.gov/sfahandbooks/attachments/0203SLGCh4Cancellation.pdf** *and* **http://ifap.ed.gov/sfahandbooks/attachments/0203SLGCh5Default.pdf**		Y	
116	The National Student Loan Data System (NSLDS) indicates you have one or more student loans in an active bankruptcy status. Before you can receive any additional federal student loans, you must see your Financial Aid Administrator. **Resolution required.** See information for comment 115.		Y	
117	We assumed certain information to calculate your eligibility for federal student aid. We printed an asterisk (*) next to the items containing assumed information. If our assumptions are correct, do not change them. If they are incorrect, you should make corrections on this ISIR.			
118	Be sure to review the items marked with an "h" or an "*" on your ISIR and make corrections if necessary.			
120	This ISIR has been produced due because we received information from the Immigration and Naturalization Service (INS) regarding your citizenship status. Your citizenship status has been confirmed by the INS and you meet the citizenship requirements for federal student aid.	Y		
124	Contact the following agency(ies) regarding your defaulted federal student loan: **Resolution required.** Depending on loan status, student may need to contact GA, DLS, or EDR and make satisfactory arrangements to repay loan. If student has already repaid loan, obtain documentation that the loan identified as being in default is the loan that was paid off by the student. See attached list of loan status codes and information on student eligibility.	2	Y	
125	If you want to be considered for a Federal Pell Grant, your Financial Aid Administrator must receive your ISIR by August 16, 2004, or your last day of enrollment, whichever comes first. Other student aid programs have different deadlines.			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
127	It may be too late to submit any corrections to your ISIR. If you want to be considered for a Federal Pell Grant, your school must receive a complete, correct ISIR no later than August 16, 2004, or your last day of enrollment, whichever comes first. Other student aid programs have different deadlines. Under certain circumstances, students selected for verification have an additional 60 days from their last day of enrollment, but no later than August 16, 2004, to submit corrections.			
128	It may be too late for you to make corrections or give us any more information for this year. Your school must have your corrected ISIR no later than August 16, 2004.			
129	You must provide your parent(s) income information in Step Four. **Resolution required.** Student is dependent. Provide Parents' Taxed and Untaxed Income.			2
130	You must provide your income information in Step Two. **Resolution required.** Student is independent. Provide Student and Spouse (if married) Taxed and Untaxed Income.			2
132	The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved. **Resolution required.** Depending on loan status, student may need to contact GA, DLS, EDR, or ED and make satisfactory arrangements to repay loan. If student has already repaid loan, obtain documentation that the loan identified as being in default is the loan that was paid off by the student. See attached list of loan status codes and information on student eligibility.	2	Y	
133	The National Student Loan Data System (NSLDS) indicates that you received at least one overpayment of federal student aid funds. You are required by law to repay any funds received from the federal student aid programs to which you were not entitled. You are not eligible to receive any federal student aid until your overpayment has been resolved. **Resolution required.**	3	Y	
134	The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on at least one federal student loan and that you received at least one overpayment of federal student aid funds. You are not eligible to receive any federal student aid until these items have been resolved. **Resolution required.** See resolution for match flags 2 and 3 above.	4	Y	
135	To resolve your defaulted federal student loan(s), contact the lender associated with the loan. **Resolution required.**	2	Y	

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
136	To resolve your defaulted federal student loan(s), contact the school associated with the loan. **Resolution required.**	2	Y	
138	The National Student Loan Data System (NSLDS) found your reported social security number on their database, but your name and date of birth did not match. Therefore this ISIR does not contain the financial aid history that is associated with your reported SSN. **Resolution required.** Determine if the NSLDS record is that of the applicant, by accessing NSLDS online using SSN only to retrieve the matching data. This will help determine whether that SSN belongs to the student being assisted. This method will reveal which data provider supplied the conflicting SSN information. This provider may then be contacted directly to resolve the discrepancy. There is no need to wait for NSLDS to be updated before continuing the award process. If the record belongs to the student, use the information in NSLDS to determine eligibility for FSA funds.	7	Y	
141	You changed your response to citizenship or you changed the Alien Registration Number verified with INS. You must submit proof of your citizenship status to your Financial Aid Administrator. **Resolution required.** Determine why student changed citizenship status and resolve any conflicting information. Student may need to submit proof of citizenship depending on reason for change.	blank *	Y	
142	The Immigration and Naturalization Service (INS) could not confirm your statement that you are an eligible noncitizen because there is a question about your Alien Registration Number. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid. **Resolution required.** If student failed to provide Alien Registration Number or provided an invalid Alien Registration Number, *do not perform secondary confirmation*. Instead, help student make corrections to the SAR/ISIR and resubmit for processing. If student provides adequate information to conduct match, record will be sent back to INS for matching. Review match flags on subsequent transactions for updated match flag.	blank *	Y	
143	Your citizenship status has been confirmed by the Immigration and Naturalization Service (INS) and you meet the citizenship requirements for federal student aid.	Y		

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
144	The Immigration and Naturalization Service (INS) has not yet confirmed your statement that you are an eligible noncitizen. INS will continue to check their records and we will notify you when we have received more information from them. **Resolution required.** See match flag on Secondary Confirmation. INS will conduct the Secondary Confirmation process based on applicant identifier and Primary Verification information only. Next steps will depend on results from Secondary Confirmation match results.	N	Y	
145	According to Social Security Administration (SSA) records, the social security number you provided belongs to a deceased person. If the SSN you reported is correct, you must contact an SSA office to resolve this problem. **Resolution required.** If the student's SSN is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag. If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. *Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application.	5		8

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
146	The Social Security Administration (SSA) did not confirm that you are a U.S. citizen. You need to provide your school with documentation of your citizenship status before you can receive federal student aid. **Resolution required.** If student is a U.S. citizen, student should provide birth certificate, passport, or other documents that definitively prove citizenship. Voter registration cards are not adequate proof of citizenship since many localities do not require proof of citizenship. If student is an eligible noncitizen, student should correct Item 13 to indicate that the student is an eligible noncitizen and Item 14 to indicate a valid Alien Registration Number. If student already provided citizenship and alien registration number on the FAFSA or SAR, determine if student was sent to INS for matching. If student was successfully matched with the as being an eligible noncitizen, we will suppress comment 146 and no further resolution is necessary. **Note:** A match flag of * (asterisk) generally indicates that the student was born in a foreign country to American parents that were stationed in another country (e.g., military, State Department, or Foreign Service). These students generally have a birth certificate indicating that they are U.S. citizens that were born abroad. The SSA does not automatically update this flag and the financial aid administrator should document the information in the student's record.	B, C, D, E, F, or *	Y	
148	We assumed the number in college should be one. Your parents should not be included.			
149	Based on the information we have on record for you, your EFC is ___. Your school will use this number to determine what types of aid and how much you are eligible for. You may be eligible to receive a Federal Pell Grant and other federal student aid.			
150	You must provide asset information for you in Step Two and for your parent(s) in Step Four. **Resolution required.** If student is dependent, provide the following: • Parents' Cash, Savings, and Checking • Parents' Real Estate/Investment Net Worth • Parents' Business/Investment Farm Net Worth If student is independent, provide the following: • Student's Cash, Saving, and Checking • Student's Real Estate/Investment Net Worth • Student's Business/Investment Farm Net Worth			1

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
151	You must provide your asset information in Step Two. **Resolution required.** If student is dependent, provide the following: • Parents' Cash, Savings, and Checking • Parents' Real Estate/Investment Net Worth • Parents' Business/Investment Farm Net Worth If student is independent, provide the following: • Student's Cash, Saving, and Checking • Student's Real Estate/Investment Net Worth • Student's Business/Investment Farm Net Worth			1
154	The amount you reported for taxes paid by your parent(s) appears to be over the allowable amount based on what you reported for their adjusted gross income. Review these items and make the necessary corrections.			C
155	The amount you reported for your taxes paid appears to be over the allowable amount based on what you reported for your adjusted gross income. Review these items and make the necessary corrections.			C
156	If your parents have now filed their 2002 tax return, correct this ISIR to reflect the information as reported on their tax return. If your parents still haven't filed, notify your Financial Aid Administrator once they file.			
157	If you have now filed your 2002 tax return, correct this ISIR to reflect the information as reported on your tax return. If you still haven't filed, notify your Financial Aid Administrator once you file.			
158	You are not eligible to receive a Federal Pell Grant because you reported that you have a bachelor's degree or you are working on a degree beyond a bachelor's degree, or both. Your Financial Aid Administrator will determine what types of federal student aid you are eligible to receive.			
159	You MAY not be eligible to receive a Federal Pell Grant because you reported that you have a bachelor's degree or you are working on a degree beyond a bachelor's degree, or both. Your Financial Aid Administrator will determine what types of federal student aid you are eligible to receive.			
160	You did not sign your application or correction, or the date that you indicated that you completed your application is prior to January 1, 2003, or later than the date the application was received. You must sign and return this ISIR before we can determine your eligibility for federal student aid. **Resolution required.** Signature correction must be made on a printed SAR certification page and resubmitted to FAFSA Processor or may be corrected electronically.			14

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
161	We could not match your information with the Department of Veterans Affairs (VA) because you did not give us your full name and/or date of birth. You should review and correct these items by selecting the 'Make Corrections' button at the bottom of the page.	8		
162	The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for purposes of receiving federal student aid for the 2003-2004 school year. If VA is correct, you must provide your parents' information (including signature) on this ISIR if you have not already done so. If you believe you are or will be a qualifying veteran, see your Financial Aid Administrator. **Resolution required.** In this situation, CPS assumes No to the Veteran Status question. The student does not qualify for Independent status if the response to this question remains No, so it is possible that parents' data and signature were not provided. If this is the case, Reject 15 or Reject 2 would also be present on the SAR/ISIR. If the student believes the match results are in error, the student should contact a regional VA office to have VA records updated. The student will then need to correct the VA status question to Yes, which will generate a history correction that will be sent to VA for rematching. While the student is resolving the discrepancy with the VA, the financial aid administrator may collect documentation from the applicant that clearly demonstrates that he or she is a veteran of the U.S. Armed Forces. The student may provide the DD214 form showing that "Character of Service" is other than "dishonorable." However, until the information is corrected in the VA database, the match results will not change. If the documentation confirms that the student is a veteran, the financial aid administrator may perform a dependency override changing the student's dependency status from dependent to independent. Title IV aid may then be disbursed to the student.	2	Y	
163	The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for the 2003-2004 school year. If VA is not correct, you should contact a VA office to resolve this problem.	2		
165	It appears that the social security numbers you reported on your application for your father and mother are not valid. Review the numbers you reported and make the necessary corrections.			D, E
166	It appears that the social security number you reported on your application for your father is not valid. Review the number you reported and make the necessary corrections. **Resolution required.** Verify SSN and correct Father's/Stepfather's SSN.			D

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
167	It appears that the social security number you reported on your application for your mother is not valid. Review the number you reported and make the necessary corrections. **Resolution required.** Verify SSN and correct Mother's/Stepmother's SSN.			E
168	You must provide answers for your parents' marital status and number of family members. **Resolution required.** Student is dependent. Review and correct Parents' Marital Status and Parents' Number of Family Members.			10
169	You must provide answers for your marital status and number of family members. **Resolution required.** Student is independent. Review and correct Student's Marital Status and Student's Number of Family Members.			10
170	Your application has been selected for review in a process called verification. Your school has the authority to request copies of certain financial documents for you and your parent(s).			
171	Your application has been selected for review in a process called verification. Your school has the authority to request copies of certain financial documents for you (and your spouse).			
172	This Institutional Student Information Record (ISIR) was produced because of a processing change, and updates your previous ISIR.			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
173	The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for purposes of receiving federal student aid for the 2003-2004 school year. If VA is correct, you must provide your parents' information (including signature) on this ISIR if you have not already done so. If you believe you are or will be a qualifying veteran, contact a VA office to resolve this problem **Resolution required.** In this situation, CPS assumes No to this question. The student does not qualify for Independent status if the response to this question remains No, so it is possible that parents' data and signature were not provided. If this is the case, Reject 15 or Reject 2 would also be present on the SAR/ISIR. If the student believes the match results are in error, the student may provide the DD214 form (military separation form). However, it is likely that the military branch or Department of Defense has not sent the data to VA. The student should contact a regional VA office to have VA records updated. The student will then need to correct the VA status question to Yes which will generate a history correction that will be sent to VA for rematching. Until the information is corrected in the VA database, the match results will not change. While the student is resolving the discrepancy with the VA, the financial aid administrator may collect the DD214 from the applicant that clearly demonstrates that he or she is a veteran of the U.S. Armed Forces. If the documentation confirms that the student is a veteran, the financial aid administrator may perform a dependency override, changing the student's dependency status from dependent to independent. Title IV aid may then be disbursed to the student.	3	Y	
174	The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for the 2003-2004 school year. If VA is not correct, you should contact a VA office to resolve this problem.	3		
175	You reported that you are married and have dependents other than a spouse, but that your number of family members is 2. These answers are inconsistent.			
176	You reported that you do not have children or other legal dependents, but that your number of family members is greater than 2. These answers are inconsistent.			
177	You reported that you are not married and do not have children or other legal dependents, but that your number of family members is 2. These answers are inconsistent.			
178	Review the number of family members you have reported for your parent(s) and either confirm your answer or make the necessary corrections. **Resolution required.** Student is dependent. Verify or correct Parents' Number of Family Members.			W

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
179	Review the number of family members you have reported and either confirm your answer or make the necessary corrections. **Resolution required.** Student is independent. Verify or correct Student's Number of Family Members.			W
180	The Department of Veterans Affairs (VA) has confirmed that you are currently serving in the U.S. Armed Forces. You indicated on your application that you will be released from active duty by June 30, 2004. You must provide documentation of this to your financial Aid Administrator before you can receive federal student aid. **Resolution required.** Student must provide documentation to the school that shows upcoming release orders from a military branch, typically in memorandum format or letter, stating intent to release. There is no requirement to reconfirm actual separation during the award year.	4	Y	
181	Debt Collection Service, 1-800-621-3115. (GA 611)			
182	Debt Collection Service, 1-800-621-3115. (GA 620)			
183	Debt Collection Service, 1-800-621-3115. (GA 627)			
184	Debt Collection Service, 1-800-621-3115. (GA 631)			
185	Debt Collection Service, 1-800-621-3115. (GA 654)			
186	Debt Collection Service, 1-800-621-3115. (GA 656)			
187	Debt Collection Service, 1-800-621-3115. (GA 701)			
188	United Student Aid Funds, Alaska Claims Assistance, 1-800-331-2314. (GA 702)			
189	Student Loan Foundation of Arkansas, Collections, 1-800-622-3446. (GA 705)			
190	EdFund, 1-800-367-1589. (GA 706)			
191	Colorado Guaranteed Student Loan Program, 303-305-3000. (GA 708)			
192	Connecticut Student Loan Foundation, Collections, 1-800-237-9721 or 860-257-4001. (GA 709)			
193	Debt Collection Service, 1-800-621-3115. (GA 710)			
194	Debt Collection Service, 1-800-621-3115. (GA 711)			
195	Florida Department of Education, Defaulted Borrowers Assistance, 1-800-366-3475 or 850-410-5200. (GA 712)			
196	Georgia Student Finance Commission, Collections, 1-800-776-6878 or 770-724-9000. (GA 713)			
197	Northwest Education Loan Association, Collection Office, 1-800-552-0686. (GA 716)			
198	Illinois Student Assistance Commission, Claims and Collections, 1-800-934-3572 or 847-948-8500. (GA 717)			

Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
199	United Student Aid Funds, Indiana Claims Assistance, 1-800-331-2314. (GA 718)			
200	Iowa College Aid Commission, Claims Dept., 1-800-383-4222 or 515-242-3344. (GA 719)			
201	Kentucky Higher Education Assistance Authority, Collections Office, 1-800-928-8926 or 502-696-7281. (GA 721)			
202	Louisiana Office of Student Financial Assistance, 1-800-256-6882 or 1-800-259-5626. (GA 722)			
203	United Student Aid Funds, Maine Claims Assistance, 1-800-331-2314 or 317-849-6510. (GA 723)			
204	United Student Aid Funds, Maryland Claims Assistance, 1-800-331-2314. (GA 724)			
205	American Student Assistance, Collections, 1-800-999-9080 or 617-426-9434. (GA 725)			
206	Michigan Higher Education Assistance Authority, Collections, 1-800-642-5626 or 517-373-0760. (GA 726)			
207	Great Lakes Higher Education Corporation, 1-800-354-6980. (GA 727)			
208	Debt Collection Service, 1-800-621-3115. (GA 728)			
209	Missouri Default Collection Services, BTI Services, 1-800-824-4893, Ext. 1. (GA 729)			
210	Montana Guaranteed Student Loan Program, Claims Management, 1-800-537-7508 or 406-444-0395. (GA 730)			
211	National Student Loan Program (NSLP), Collection Office, 1-800-735-8778, Ext. 6380 or 402-479-6800. (GA 731)			
212	United Student Aid Funds, Nevada Claims Assistance, 1-800-331-2314. (GA 732)			
213	New Hampshire Higher Education Assistance Foundation, Claims Section, 1-800-525-2577 or 603-225-6612. (GA 733)			
214	New Jersey Higher Education Assistance Authority, 1-800-792-8670. (GA 734)			
215	New Mexico Educational Assistance Foundation, 1-800-279-5063 or 505-345-3371. (GA 735)			
216	New York State Higher Education Service, Office of Default, 1-800-666-0991. (GA 736)			
217	North Carolina State Education Assistance Authority, Collections, 1-800-544-1644. (GA 737)			
218	North Dakota Post Claims Collections, 1-800-472-2166, Ext. 5662 or 701-328-5662. (GA 738)			
219	Debt Collection Service, 1-800-621-3115. (GA 739)			
220	Oklahoma Guaranteed Student Loan Program, Collection Office, 1-800-522-8022 or 405-858-4375. (GA 740)			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
221	Oregon Student Assistance Commission, Collection Office, 1-800-457-0135 (GA 741)			
222	Pennsylvania Higher Education Assistance Agency, 1-800-233-0751 (GA 742).			
223	Rhode Island Higher Education Assistance Authority, 1-800-922-9855 or 401-736-1100. (GA 744)			
224	South Carolina State Education Assistance Authority, Collections, 1-800-347-2752 or 803-798-0916. (GA 745)			
225	Education Assistance Corporation, 1-800-874-8982 or 605-622-4347. (GA 746)			
226	Tennessee Default Collection Services, BTI Services, 1-800-257-6528, Ext. 1. (GA 747)			
227	Texas Guaranteed Student Loan Corp., Collections, 1-800-252-9743 or 512-219-7337. (GA 748)			
228	Utah Higher Education Assistance Agency, 801-321-7200 or 1-800-418-8757. (GA 749)			
229	Vermont Student Assistance Corp., 1-800-642-3177 or 802-655-9602, Ext. 278. (GA 750)			
230	Debt Collection Service, 1-800-621-3115 (GA 751)			
231	Northwest Education Loan Association, Collection Office, 1-800-552-0686. (GA 753)			
232	Great Lakes Higher Education Corporation, 1-800-354-6980. (GA 755)			
233	Debt Collection Service, 1-800-621-3115. (GA 772)			
234	Debt Collection Service, 1-800-621-3115. (GA 778)			
235	United Student Aid Funds, Post Claims Assistance, 1-800-331-2314. (GA 800)			
236	United Student Aid Funds, Arizona Claims Assistance, 1-800-331-2314. (GA 804)			
237	United Student Aid Funds, Hawaii Claims Assistance, 1-800-331-2314. (GA 815)			
238	Educational Credit Management Corporation, 651-221-0566. (GA 927)			
239	Educational Credit Management Corporation, 651-221-0566. (GA 951)			
245	Direct Loan Servicing Center, Utica, NY, 1-800-848-0979. (00100)			
251	Call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. (EDR 04)			
252	Call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. (EDR 05)			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
253	Call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, Iowa 52245. (EDR 09)			
254	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received subsidized student loans in excess of loan limits established for the federal loan programs. **Resolution required**. In general, students who borrow in excess of aggregate loan limits are ineligible to receive further Title IV assistance; however, if the school determines that the student inadvertently borrowed in excess of the limits, the student may regain eligibility by either& repaying the amount borrowed in excess of the aggregate limits, or making repayment arrangements for the excess amount that are satisfactory to the holder of the loan. Refer to Section 668.35(b)(1) of the Federal Student Financial Aid Regulations and Dear Colleague Letter GEN 96-13, Q&A #17 for additional information.		Y	
256	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received a total amount of subsidized loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional subsidized student loans may be limited.			
257	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received a total amount of subsidized loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional subsidized student loans may be limited.			
258	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received a total amount of subsidized loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional subsidized student loans may be limited.			
259	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received a total amount of subsidized loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional subsidized student loans may be limited.			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
260	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received student loans in excess of loan limits established for the federal loan programs. **Resolution required**. In general, students who borrow in excess of aggregate loan limits are ineligible to receive further Title IV assistance; however, if the school determines that the student inadvertently borrowed in excess of the limits, the student may regain eligibility by either& repaying the amount borrowed in excess of the aggregate limits, or making repayment arrangements for the excess amount that are satisfactory to the holder of the loan. Refer to Section 668.35(b)(1) of the Federal Student Financial Aid Regulations and Dear Colleague Letter GEN 96-13, Q&A #17 for additional information.		Y	
262	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
263	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
264	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
265	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
268	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			

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Comment Code	Comment Text Definition	Match Flag	C Code	Reject Code
269	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
270	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
271	Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited.			
272	ISSUES AFFECTING YOUR ELIGIBILITY.			
273	WHAT YOU MUST DO NOW.			
274	OTHER INFORMATION YOU NEED TO KNOW.			

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Appendix C: Job & Learning Aids

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Web Site Resources

Resources for Financial Aid Administrators:

Web site	Description
fsa4schools.ed.gov	Schools portal
ifap.ed.gov	Information for Financial Aid Professionals Library
fsadownload.ed.gov	FSA Student Aid Internet Gateway Online (download software, technical references, etc.)
Fsa4schools.ed.gov fafsa.ed.gov/FAA/faa.htm	FAA Access to CPS Online
edpubs.org/bpos	Bulk Publication Ordering System
pin.ed.gov	PIN Registration
www.nasfaa.org	NASFAA Conference Presentations
www.ed.gov/offices/OSFAP/services/fsatechsubscribe.html	Subscribe to FSATech Electronic Newsletter
www.cbfisap.sfa.ed.gov	FISAP on the Web (eCampus-Based/FISAP)
cod.ed.gov	COD on the Web
nsldsfap.ed.gov	NSLDS on the Web
www.xml.com	XML (Extensible Mark-up Language) info

Resources for both Financial Aid Administrators and Students:

Web site	Description
pin.ed.gov	PIN Registration
fafsademo.test.ed.gov	FOTW Demo Site (login ID = eddemo, password = fafsatest)

Resources for Students:

Web site	Description
www.nslds.ed.gov/SAStatic/privact.asp	NSLDS for Students
studentaid.ed.gov	Students Portal
fafsa.ed.gov	FAFSA on the Web, Spanish FAFSA on the Web, Renewal on the Web, Corrections on the Web

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2003-2004 FOTW Pre-application Worksheet

2003-2004 FAFSA on the Web Pre-Application Worksheet

www.fafsa.ed.gov

Complete this worksheet only if you plan to use ***FAFSA on the Web*** to apply for financial aid.
Please **DO NOT** mail in this worksheet.

Instructions:

1. Use this worksheet to collect your (and your parents') information before beginning your 2003-2004 online Free Application for Federal Student Aid (FAFSA). The worksheet does not include all questions asked on the online FAFSA, just the ones that you might not know off the top of your head.
2. Questions on this worksheet are in the same order as they appear on the online FAFSA; however, because the online FAFSA allows you to skip some questions based on your answers to earlier questions, you may not have to answer all of the questions on this worksheet.
3. The numbers in parentheses to the right of each question correspond to the question numbers on the paper FAFSA.
4. In addition to completing the Pre-Application Worksheet, you might want to complete student (and parent) Worksheets A, B, and C before beginning your online FAFSA. To print Worksheets A, B, and C, go to www.fafsa.ed.gov/worksheet.htm.
5. Do not use this worksheet if you plan to fill out a paper FAFSA.

Question	Answer
The first part of the online FAFSA will ask you some basic questions about you, the student, such as your name, address, and Social Security Number (SSN).	
Student's Citizenship Status (13)	☐ U.S. Citizen ☐ Eligible Noncitizen ☐ Neither See notes on page 4
Student's Alien Registration Number (14)	A _ _ _ _ _ _ _ _ _ See notes on page 4
Student's Marital Status (15)	☐ Single, Divorced or Widowed ☐ Married/Remarried ☐ Separated
Student's Date of Marital Status (16)	(Month and Year; e.g., 05/1995)
Student's Enrollment Summer 2003 (17)	☐ Full time/Not sure ☐ ¾ time ☐ Half time ☐ Less than half ☐ Not attending
Student's Enrollment Fall 2003 (18)	☐ Full time/Not sure ☐ ¾ time ☐ Half time ☐ Less than half ☐ Not attending
Student's Enrollment Winter 2003-2004 (19)	☐ Full time/Not sure ☐ ¾ time ☐ Half time ☐ Less than half ☐ Not attending
Student's Enrollment Spring 2004 (20)	☐ Full time/Not sure ☐ ¾ time ☐ Half time ☐ Less than half ☐ Not attending
Student's Enrollment Summer 2004 (21)	☐ Full time/Not sure ☐ ¾ time ☐ Half time ☐ Less than half ☐ Not attending
Student's Father's Educational Level (22)	☐ Middle school/Jr. High ☐ High school ☐ College or beyond ☐ Other/unknown
Student's Mother's Educational Level (23)	☐ Middle school/Jr. High ☐ High school ☐ College or beyond ☐ Other/unknown
What is the student's state of legal residence? (24)	
Did you, the student, become a legal resident of this state before January 1, 1998? (25)	☐ Yes ☐ No
If no, what date did you become a legal resident of your state? (26)	(Month and Year; e.g., 05/1995)
If you, the student, are male, age 18-25, and not already registered with the Selective Service, if you answer "Yes" to this question on the online FAFSA, the Selective Service will register you. (28)	☐ Yes ☐ No
Student's type of degree or certificate (29)	☐ 1 (1st Bachelor's degree) ☐ 2 (2nd Bachelor's degree) ☐ 3 (Associate degree - occupational/technical program) ☐ 4 (Associate degree - general education or transfer program) ☐ 5 (Certificate or diploma for completing an occupational, technical, or educational program of less than two years) ☐ 6 (Certificate or diploma for completing an occupational, technical, or educational program of at least two years) ☐ 7 (Teaching credential program nondegree) ☐ 8 (Graduate or professional degree) ☐ 9 (Other/Undecided)

Question	Answer	
Student's grade level in college in 2003-2004 (30)	☐ 0 (1st yr, Never Attended) ☐ 1 (1st yr, Previously Attended) ☐ 2 (2nd yr/Sophomore) ☐ 3 (3rd yr/Junior)	☐ 4 (4th yr/Senior) ☐ 5 (5th yr or More) ☐ 6 (1st Year Graduate/Professional) ☐ 7 (Continuing Graduate/Professional)
Will you, the student, have a high school diploma or GED before you enroll? (31)	☐ Yes ☐ No	
Will you, the student, have your first bachelor's degree by July 1, 2003? (32)	☐ Yes ☐ No	
Are you, the student, interested in student loans? (33)	☐ Yes ☐ No	
Are you, the student, interested in work-study? (34)	☐ Yes ☐ No	
Does the student have a drug conviction that will affect eligibility for aid? (35)	See notes on page 4	
Were you, the student, born before January 1, 1980? (52)	☐ Yes ☐ No	
In 2003-2004, will you, the student, be working on a master's or doctorate program? (53)	☐ Yes ☐ No	
As of today, are you, the student, married? (54)	☐ Yes ☐ No	
Do you, the student, have children who receive more than half of their support from you? (55)	☐ Yes ☐ No	
Do you, the student, have dependents other than your children/spouse? (56)	☐ Yes ☐ No	
Is the student an orphan, or are you or were you (until age 18) a ward/dependent of the court? (57)	☐ Yes ☐ No	
Are you, the student, a veteran of the U.S. Armed Forces? (58)	☐ Yes ☐ No See notes on page 4	
Has the student completed a 2002 IRS or other income tax return? (36)	☐ Have already completed ☐ Will file, have not yet completed ☐ Not going to file	
What income tax return did you, the student, file or will you file for 2002? (37)	☐ 1 – IRS 1040 ☐ 2 – IRS 1040A, 1040EZ, or 1040 Telefile ☐ 3 – A Foreign tax return	☐ 4 – A tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia, or Palau
If you, the student, filed a 1040, were you eligible to file a 1040A or 1040EZ? (38)	☐ Yes ☐ No See notes on page 4	
What was the student's (and spouse's) 2002 adjusted gross income from IRS form? (39) (Adjusted Gross Income is on IRS form 1040-line 35; 1040A-line 21; 1040EZ-line 4; or Telefile-line 1.)	$	
What was the amount of the student's (and spouse's) income tax for 2002? (40) (Income tax amount is on IRS form 1040-line 55; 1040A-line 36; 1040EZ-line 10; or Telefile-line K(2).)	$	
Enter the student's (and spouse's) exemptions for 2002. (41) (Exemptions are on IRS form 1040-line 6d or 1040A-line 6d. For Form 1040EZ, if a person answered "Yes" on line 5, use EZ worksheet line F to determine the number of exemptions ($3,000 equals one exemption). If a person answered "No" on line 5, enter 01 if he or she is single, or 02 if he or she is married. For Form Telefile, use line J(2) to determine the number of exemptions ($3,000 equals one exemption).		
How much did you the student (and spouse) earn from working (wages, salaries, tips, etc.) in 2002? (42 and 43) (Answer these questions whether or not you, the student, filed a tax return. This information may be on your W-2 forms, or on IRS Form 1040-lines 7+12+18; 1040A-line 7; or 1040EZ-line 1. Telefilers should use their W-2 forms.)	Student (42) $ Spouse (43) $	
Student's household size (85)	See notes on page 4	
Student's number in college (86)	See notes on page 4	

Who is considered a Parent? Read the notes listed on page 4 to determine who is considered a parent for the purpose of the form. You must answer questions about your parent(s) if you answered "No" to all dependency questions (questions 52-58 on the paper FAFSA) listed on page 2 of this worksheet, even if you did not live with them. Please note: all questions related to your parent(s) are shaded. (Note that grandparents and legal guardians are not parents.)

What is your parents' marital status as of today? (59)	☐ Married/Remarried ☐ Single ☐ Divorced/Separated ☐ Widowed	
Month and year your parents were married, separated, divorced, or widowed (60)	(Month and Year; e.g., 03/1995)	
Have your parents completed a 2002 IRS or other income tax return? (71)	☐ Have already completed ☐ Will file, have not yet completed ☐ Not going to file	

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Question	Answer
What type of tax return did your parents file, or will they file in 2002? (72)	☐ 1 – IRS 1040 ☐ 2 – IRS 1040A, 1040EZ, or 1040 Telefile ☐ 3 – A Foreign tax return ☐ 4 – A tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia, or Palau
If your parent filed a 1040, were they eligible to file a 1040A or 1040EZ? (73)	☐ Yes ☐ No
What was your parents' adjusted gross income from IRS form? (74) (Adjusted Gross income is on IRS form 1040-line 35; 1040A-line 21; 1040EZ-line 4; or Telefile-line 1)	$
How much did your parents earn from working (wages, salaries, tips, etc.) in 2002? (77 and 78) (Answer these questions whether or not your parents filed a tax return. This information may be on their W-2 forms, or on IRS Form 1040-lines 7+12+18; 1040A-line 7; or 1040EZ-line 1. Telefilers should use their W-2 forms.)	Father (77) $ Mother (78) $
Student's amount from FAFSA Worksheet A (44)	$
Student's amount from FAFSA Worksheet B (45)	$
Student's amount from FAFSA Worksheet C (46)	$
As of today, student's (and spouse's) amount for net worth of current investments, including real estate (not your home) (47)	$
As of today, student's (and spouse's) amount for net worth of current business and/or investment farms (48)	$
As of today, student's (and spouse's) amount of cash, savings, and checking accounts (49)	$
Number of months student will receive veterans' education (VA) benefits (50)	
Student's monthly VA benefits amount (51)	$
Student's father's (or stepfather's) Social Security Number (61)	
Students father's (or stepfather's) last name (62)	
Student's mother's (or stepmother's) Social Security Number (63)	
Student's mother's (or stepmother's) last name (64)	
Student's parents' household size (65)	
Student's parents' number in college (66)	
Student's parents' state of legal residence (67)	
Did the student's parents become legal residents of the state before January 1, 1998? (68)	☐ Yes ☐ No
If "No," date the student's parent became a legal resident of this state (69)	
What is the age of the student's older parent? (70)	
What was the amount the student's parents paid in income tax for 2002? (75) (Income tax amount is on IRS form 1040-line 55; 1040A-line 34; 1040EZ-line 10; or Telefile-line 8(2).)	$
Enter the student's parents' exemptions for 2002 (76) (Exemptions are on IRS form 1040-line 6d or 1040A-line 6d. For Form 1040EZ, if a person answered "Yes" on line 5, use EZ worksheet line f to determine the number of exemptions ($3,000 equals one exemption). If a person answered "No" on line 5 enter 01 if he or she is single, or 02 if he or she is married. For Form Telefile, use line J(2) to determine the number of exemptions ($3,000 equals one exemption).	
Student's parents' amount from FAFSA Worksheet A (79)	$
Student's parents' amount from FAFSA Worksheet B (80)	$
Student's parents' amount from FAFSA Worksheet C (81)	$
As of today, student's parent's amount for net worth of current investments, including real estate (not your home) (82)	$
As of today, student's parent's amount for net worth of current business and/or investment farms (83)	$
As of today, student's parent's amount in cash, savings, and checking accounts (84)	$

Near the end of the application, the online FAFSA will help you to list the schools you would like to receive your FAFSA information. In addition, if someone other than you, your spouse, or your parents completed the online FAFSA for you, you will be asked to report information about that person.

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Notes Section:

Notes for Student's Citizenship Status and Alien Registration Number:

Generally you are an eligible noncitizen if you are: (1) a U.S. permanent resident and you have an Alien Registration Receipt card (I-551); (2) a conditional permanent resident (I-551C); or (3) an other eligible noncitizen with an Arrival-Department Record (I-94) from the U.S. Immigration and Naturalization Service showing any of the following designations: "Refugee", "Asylum Granted", "Indefinite Parole", "Humanitarian Parole", or "Cuban-Haitian Entrant". If you're not sure how to answer, FAFSA on the Web (www.fafsa.ed.gov/help.html) provides additional information to help you answer these questions.

If you are an eligible noncitizen, enter your eight or nine digit Alien Registration Number.

Notes for Student's Drug Conviction Affecting Eligibility:

If you have a conviction for possessing or selling illegal drugs go to FAFSA on the Web (www.fafsa.ed.gov/worksheet.html). The worksheet will walk you through a series of questions to help you figure out if your conviction affects your eligibility.

Notes for Was Student Eligible to File a 1040A or 1040EZ:

In general, a person is eligible to file a 1040A or 1040EZ if he or she makes less than $50,000, does not itemize deductions, doesn't receive income from his or her business farm, does not receive alimony, and is not required to file Schedule D for capital gains. If you filed a 1040 only to claim Hope and Lifetime Learning credits, and you would have otherwise been eligible to file a 1040A or 1040EZ, you should answer "Yes."

Notes for Are You, the Student, a Veteran of the U.S. Armed Forces:

Answer "No" (you are not a veteran) if you (1) have never engaged in active duty in the U.S. Armed Forces, (2) are currently an ROTC student or cadet or midshipman at a service academy, or (3) are a National Guard or Reserves enlistee activated only for training. Also answer "No" if you are currently serving in the U.S. Armed Forces and will continue to serve through June 30, 2004.

Answer "Yes" (you are a veteran) if you (1) have engaged in active duty in the U.S. Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard) or as a member National Guard or Reserves who was called to active duty for purposes other than training, or were a cadet or midshipman at one of the service academies, and (2) were released under a condition other than dishonorable. Also answer "Yes" if you are not a veteran now but will be one by June 30, 2004.

Notes for Student's Household Size:

Include in your (and your spouse's) household: (1) Yourself (and your spouse, if you have one), and (2) your children if you will provide more than half of their support from July 1, 2003 through June 30, 2004, and (3) other people if they now live with you, and you provide more than half of their support, and you will continue to provide more than half of their support from July 1, 2003 through June 30, 2004.

Notes for Student's Number in College:

Always count yourself as a college student. Don't include your parents. Include others only if they will attend at least half time in a 2003-2004 program that leads to a college degree or certificate.

Notes for Who is Considered a Parent:

If your parents are both living and married to each other, answer the questions about them.

If your parent is widowed or single, answer the questions about that parent. If your widowed parent is remarried as of today, answer the questions about that parent and the person to whom your parent is married (your stepparent).

If your parents are divorced or separated, answer the questions about the parent you lived with during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months, or during the most recent year that you actually received support from that parent.) If this parent is remarried as of today, answer the questions on the rest of this form about that parent and the person to whom your parent is married (your stepparent).

Notes for Were Your Parents Eligible to File a 1040A or 1040EZ:

In general, a person is eligible to file a 1040A or 1040EZ if he or she makes less than $50,000, does not itemize deductions, doesn't receive income from his or her business farm, does not receive alimony, and is not required to file Schedule D for capital gains. If your parents filed a 1040 only to claim Hope and Lifetime Learning credits, and would have otherwise been eligible to file a 1040A or 1040EZ, they should answer "Yes" to this question.

Notes for Student's Worksheets A, B and C:

For help with answering these questions, go to www.fafsa.ed.gov/worksheet.htm. Print out copies of all Worksheets and complete them prior to filling out the online FAFSA.

Notes for Parents' Household Size:

Include in your parents' household: (1) Your parents and yourself, even if you don't live with parents, and (2) your parents' other children if (a) your parents will provide more than half of their support from July 1, 2003 through June 30, 2004, or (b) the children could answer "No" to all of the dependency questions listed on page 2 of this Worksheet (questions 52-58 on the paper FAFSA), and (3) other people if they live with your parents, and your parents provide more than half of their support, and your parents will continue to provide more than half of their support from July 1, 2003 through June 30, 2004.

Notes for Parent's Number in College:

Always count yourself as a college student. Don't include your parents. Include others only if they will attend at least half time in a 2003-2004 program that leads to a college degree or certificate.

Notes for Parent's Worksheets A, B and C:

For help with answering these questions, go to www.fafsa.ed.gov/worksheet.htm. Print out copies of all Worksheets and complete them prior to filling out the online FAFSA.

Accessing NASFAA Presentations and Session Handouts

Step	Action
1	Access NASFAA Web site at: **www.nasfaa.org**
2	On the left side of the Web page, locate and click on **Conference/Training**.
3	About 10 menu items are displayed on this Conference/Training page. Locate and click on **Training Center**.
4	On the Training Center page, under "NASFAA Training," locate and click on **NASFAA Conference**.
5	On the NASFAA Conference page, locate and click on **2002 Conference Interest Session Handouts**.
6	Read through the list of available session handouts. Locate and click on the session presentation or handout of your choice. Note: In some instances (e.g., FISAP on the Web), another page will appear allowing you to choose either PDF or PowerPoint format. When this occurs, choose and click on the format of your choice.
7	Depending on how your browser is configured, you will either: a. See the PDF or PowerPoint presentation that you selected OR b. Be prompted to either View the file or Save the file to your hard drive
8	To save the file for the situations described in Step 7: a. Click **File, Save As** then select a location on your hard drive then click **Save** b. If you decide to View the file, you can save with the instructions in Step 8a; otherwise, select a location on your hard drive then click **Save**
Alternate to Steps 6, 7, and 8	Alternatively to Steps 6, 7, and 8, you can go to directly saving the file with the following instructions: • Right-click on the session presentation or handout of your choice • Locate and select **Save Link As** • Select a location on your hard drive then click **Save**

Note:

Go to the Schools Portal at **fsa4schools.ed.gov** *and click the Conferences link for information on downloading the session handouts from the 2002 EAC conferences.*

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Subscribing to IFAP Updates

Step	Action
1	Access IFAP web site at: **ifap.ed.gov**
2	Click **Member Services** in the left hand column on the Web page.
3	If you have not already registered, click **Click Here to Register** to register as an IFAP member (Your password will be emailed to you within 24 hours).
4	Once registered, log in with your user name and password.
5	Click **Login**.
6	Click **Subscription Options**.
7	Select any of the four updates available and select specific options under each: • Weekly Summary of ALL IFAP Additions (Default Setting) • Frequently Generated IFAP Additions (within 48 hours) – Action Letters – Dear Partner/Colleague Letters – Direct Loan Bulletins – Electronic Announcements – Policy Bulletins • Additional Publications by Publication Type (within 48 hours) – Audit Guides – Blue Books – Counselor's Handbooks – Default Rate Materials – NSLDS Reference Material – SAR and ISIR Materials (This is a partial list) • Additional Publications by Program and Service – Campus-Based Programs – FFEL – Student eligibility – Verification (This is a partial list)
8	Click **Go to SUBMIT** button, or click **SUBMIT** at the bottom of the page.

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Requesting an Initial PIN

Step	Action
1	Access PIN Web site at: **pin.ed.gov**
2	Click **PIN REQUEST AND INFORMATION** from the left hand side of the Web page..
3	Click **APPLY FOR PIN**.
4	Click **NEXT**.
5	Enter personal information: – Social Security Number – Last Name – First Name – Middle Initial – Date of Birth – Street Address – City – State – ZIP Code – E-mail address – Re-enter e-mail address – Enter security pass-phrase (6 to 12 alphanumeric characters; not case sensitive) – Re-enter pass-phrase
6	Click **NEXT**.
7	Click **SUBMIT MY PIN APPLICATION**.
8	Receive Confirmation Stamp on PIN Application Confirmation Page.

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Requesting a Subsequent PIN

Step	Action
1	Access PIN Web site at: **pin.ed.gov**
2	Click **PIN REQUEST AND INFORMATION**.
3	Click either: – **CHANGE PIN** (to receive a new generic or personalized PIN because the original was lost or stolen or student wants a personalized PIN); complete Step 4 OR – **REQUEST A PIN TO BE SENT** (to receive a duplicate PIN because the original was forgotten); complete Step 5
4	**CHANGE PIN** option. 4a. For either Generic or Personalized option, enter information as requested. 4b. Click **SUBMIT REQUEST**. 4c. From the drop-down list, select how you would like the PIN sent to you. 4d. Click **YES**.
5	**REQUEST A PIN TO BE SENT** option 5a. Enter personal information, as requested. 5b. Click **SUBMIT REQUEST**. 5c. From the drop-down list, select how you would like the PIN sent to you. 5d. Click **YES**.

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Accessing FAA Access to CPS Online

Step	Action
1	Access FAA Web site at: **fafsa.ed.gov/FAA/faa.htm**
2	Click **Next**.
3	Enter your personal information: – Social Security Number – First two (2) letters of the last name – Date of Birth – PIN
4	Click **SUBMIT REQUEST**.
5	Click an option from the menu: – **Student Inquiry** (complete Step 6) – **Batch Status** (complete Step 7) – **Duplicate Renewal Print** (complete Step 8)
6	**Student Inquiry** option: 6a. Enter Federal School Code Select Award Year from drop-down list 6b. Click **Next**. 6c. Enter student's information – Social Security Number – First 2 letters of last name 6d. Click **Submit** to get a list of the student's SAR transactions 6e. To continue, click an option: – **View a Different Student's Data** – **Return to FAA Menu** – **Exit**

Continued on next page

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Accessing FAA Access to CPS Online (continued)

Step	Action
7	**Batch Status** option: 7a. Enter Destination Code (TG number) Enter Federal School Code Select Award Year from drop-down list 7b. Click **Next**. 7c. Select how to view batches from list: – Batch Number – Batch (File) Type/Date Range 7d. Click **Next** to continue browsing or select another option: – **New Search** – **Return to FAA Menu** – **Exit**
8	**Duplicate Renewal Print** option 8a. Enter Destination Code (TG number) Enter Federal School Code Select Award Year from list 8b. Click **Next** to display the next four steps to be followed: – Enter the student's Social Security Number (SSN) and Name ID – Enter the address where the Renewal Application will be mailed – Verify your request information – Receive confirmation 8c. Click **Next** after reviewing information. 8d. Enter Student's information: – Social Security Number – First 2 letters of last name 8e. Click **Next** to continue with the process.

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DPA Enroll Additional Users to FAA Access to CPS Online

Step	Action
1	Access the Student Aid Internet Gateway Online at: **sfawebenroll.ed.gov/T4Enroll/index.htm**
2	Click **FAA Administration**.
3	Enter your TG number, which begins with TG and is followed by 5 digits.
4	Click **Next Page**.
5	Enter the DPA's Social Security Number, Date of Birth, and mother's maiden name.
6	Click **Next Page**.
7	Click **Add New FAA User**.
8	Click **Continue**.
9	Enter the new FAA user's data including Social Security Number, Date of Birth, and mother's maiden name.
10	Click **Continue**.
11	Select the appropriate School Code.
12	Select the appropriate access rights for the user (read, write, or blank) for each service.
13	Click **Continue**.
14	Print and sign the required User Statement, to be kept on file at your office.
15	The new FAA user is added to the DPA's enrollment. A PIN Mailer or PIN email is delivered to the new FAA user.

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2003-2004 Assumption Override Codes

On the ISIR, an asterisk (*) prints to the left of the field title to indicate that the CPS made an assumption and the assumed value prints in place of the value the student reported. If a field is both assumed and highlighted, an asterisk (*) prints to the left of the field title.

Assumption Override	Assumption Made When Override Flag Not Present	Results of Setting Override Flag Before Sending Data Triggering Assumption	Situation
1	Parents' number in college assumed to be 1.	Allow Number in College to be greater than 6.	The Parents' Number of Family Members does not equal the number in college. The Parents' Number of college students in the household equals 7 or more.
2	Parents' AGI assumed equal to the sum of Father's/ Stepfather's and Mother's/ Stepmother's Income Earned From Work.	Allow Parents' AGI to be zero if blank or zero is entered.	Parents' AGI is blank or zero. Tax return status is Filed, Will File, or blank. Father's/Stepfather's Income From Work or Mother's/Stepmother's Income From Work is positive or negative.
3	Student's Number in College assumed to be 1.	Allow Number of Family Members to be equal to the Number in College when they are equal and greater than 2.	The independent Student's Number of Family Members equals 3 or more. The Number of College Students in Household is the same value.
4	Student's AGI assumed to be equal to the sum of the Student's and Spouse's Income Earned From Work.	Allow Student's AGI to be zero if blank is entered.	The Student's AGI is blank or zero. Tax return status is Filed, Will File, or blank. Student's Income From Work or Spouse's Income From Work is positive or negative.
5	Parents' income from Worksheet C assumed to be zero.	Allow Parents' income from Worksheet C to be greater than zero and greater than a fixed percentage of the parents' total income.	Parents' Calculated 2002 Tax Status is Filed. Income from Worksheet C is greater than a fixed percentage of Parents' AGI plus Parents' total from Worksheet A plus Worksheet B. Parents' Calculated 2002 Tax status is Non-tax Filer. Income from Worksheet C is greater than a fixed percentage of Father's/Stepfather's Income From Work, Mother's/ Stepmother's Income From Work and parents' Total from Worksheet A plus Worksheet B.
6	Student's income from Worksheet C assumed to be zero.	Allow Student's income from Worksheet C to be greater than zero, and equal or greater than student's total income.	Students Calculated 2002 Tax Status is Filed. Income from Worksheet C is greater or equal to Student's AGI, and Student's Total from Worksheet A plus Worksheet B. Students Calculated 2002 Tax Status is Non-tax Filer. Income from Worksheet C is greater than or equal to Student's Income Earned From Work, Spouse's Income From Work, and Student's Total from Worksheet A plus Worksheet B.

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2003-2004 Reject Codes & Overrides

NEW! indicates that the item is new for 2003-2004.

Reject Code	Reject Reason	Action	Comment Code
*A	Date of birth year equals 1900 through 1928 (indicates that applicant is 75 years or older) * NEW! *Note: The Reject Override Code is the same as the Reject Code.*	Verify or correct the Date of Birth	069
*B	Independent student and Date of Birth equals 09/01/1987 or later, and Date of Birth is not equal to or later than current year (indicates that applicant is 16 years or younger) * *Note: The Reject Override Code is the same as the Reject Code.*	Verify or correct the Date of Birth	072
*C	Taxes paid greater than or equal to 40% of the Adjusted Gross Income (AGI) This reject does not apply to electronic or Web transactions. * NEW! *Note: The Reject Override Code is the same as the Reject Code.*	Verify or correct Taxes Paid	154, 155
D NEW!	SSN for dependent student's father/ stepfather is invalid	Verify SSN and correct Father's/Stepfather's SSN	165, 166
E NEW!	SSN for dependent student's mother/ stepmother is invalid	Verify SSN and correct Mother's/Stepmother's SSN	165, 167
*N	Missing first name or last name * *Note: The Reject Override Code is the same as the Reject Code.*	Verify or correct the Student's Last Name or First Name.	080
P	Invalid SSN range	Verify or correct the Student's Current SSN	023
R NEW!	SSN matches but Date of Birth does not match	Verify or correct the Student's Date of Birth or contact the Social Security Administration for further assistance.	060
*W	Questionable Number of Family Members, greater than 15 * *Note: The Reject Override Code is the same as the Reject Code.*	If the student is dependent, verify or correct Parents' Number of Family Members If the student is independent, verify or correct Student's Number of Family Members.	178, 179

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Reject Code	Reject Reason	Action	Comment Code
1	Simplified Needs Test (SNT) is not met and all asset data are blank.	If the student is dependent, provide the following: ❑ Parents' Cash, Savings, and Checking ❑ Parents' Real Estate/Investment Net Worth ❑ Parents' Business/Investment Farm Net Worth If the student is independent, provide the following: ❑ Student's Cash, Savings, and Checking ❑ Student's Real Estate/Investment Net Worth ❑ Student's Business/Investment Farm Net Worth	150, 151
2	Incomplete FAFSA or Renewal FAFSA	If the student is dependent, provide Parents' Taxed and Untaxed Income If the student is independent, provide Student's and spouse's (if married) Taxed and Untaxed Income.	129, 130
5	Missing or invalid Date of Birth	Correct the Date of Birth	018
8	SSN match with Date of Death	Contact FSA Customer Service at (800) 433-7327. The Social Security Number (SSN) on this transaction belongs to a deceased person according to the Social Security Administration.	076, 145
9 NEW!	Dependent student and SSN fields for both the father/stepfather and the mother/stepmother SSN are blank	Review and supply Father's/Stepfather's and/or Mother's/Stepmother's SSN.	049
10	Missing Marital Status and Number of Family Members	If the student is dependent, review and correct Parents' Marital Status and Parents' Number of Family Members. If the student is independent, review and correct Student's Marital Status and Student's Number of Family Members.	168, 169
11	Marital Status inconsistent with reported incomes	If the student is dependent, review and correct ❑ Parents' Marital Status ❑ Father's/Stepfather's Income Earned From Work ❑ Mother's/Stepmother's Income Earned From Work If the student is independent, review and correct: ❑ Student's Marital Status ❑ Student's Income Earned From Work ❑ Spouse's Income Earned From Work.	089, 099
12 NEW!	Taxes paid are greater than or equal to the AGI This reject does not apply to electronic or Web transactions.	Verify or correct Taxes Paid	111, 114

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Reject Code	Reject Reason	Action	Comment Code
13	Missing name	Provide the following: Student's Last Name and/or Student's First name, or verify a blank first or last name field if the student actually has only one name	082
14	Missing student signature on paper FAFSA or SAR	Signature correction must be made on a printed Student Aid Report (SAR) certification page and resubmitted to the FAFSA Processor or may be corrected electronically.	160
15	Missing parent signature on FAFSA or SAR	Signature correction must be made on a printed SAR certification page and resubmitted to the FAFSA Processor or may be corrected electronically.	108
16	Missing student signature on FAFSA on the Web Application, Renewal on the Web Application, or an electronic application	Signature correction must be made on a printed SAR certification page and resubmitted to the FAFSA Processor or may be corrected electronically.	110
17	Unknown citizenship status or student is not a U.S. citizen or eligible noncitizen	Review or correct Citizenship Status	068
18	SSN not on Social Security Administration's database	If the student's SSN is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag. If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. *Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application.	024, 062
19	An EFC cannot be calculated because the Department of Education has placed a 'hold' on the student	Student needs to call 202-377-3243 to resolve comment code 009	009

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COD Term Translator

RFMS/DLOS	COD 2002-2003	COD 2003-2004
Record layout	Common Record (XML) and Schema	No change
Fixed length flat file or batch	XML document or batch	No change
Batch ID	Document ID	No change
Acknowledgement	Response	No change
Pell ID Direct Loan School Code OPE ID	Entity ID Common School Identifier	Entity ID Routing ID
Pell Grant Authorization Pell Grant Obligation DL Cash Control Amount	Current Funding Level	No change
Pell Advance Pay DL Option 2	Advance Pay funding method	No change
Pell Just-in-Time (Pilot) DL Standard Origination DL Option 1 DL Option 2	Pushed Cash funding method	No change
	Payment Trigger Flag	Disbursement Release Indicator (DRI)
Origination Record (anticipated or estimated disbursements)	Disbursement submitted to COD System with Payment Trigger = false	Disbursement submitted to COD System with Disbursement Release Indicator = false
Disbursement Record	Disbursement submitted to COD System with Payment Trigger = true Actual Disbursement	Disbursement submitted to COD System with Disbursement Release Indicator = true Actual Disbursement
	Net Substantiated Cash	Net Accepted & Posted Disbursements
	Amount of Unsubstantiated Cash	Cash > Net Accepted & Posted Disbursements
	Amount of Unsubstantiated Cash Over 30 days	Cash > Accepted & Posted disbursements AND older than 30 days
	Percentage of Substantiated Cash	% of Accepted & Posted Disbursements Applied to Net Draws
	Percentage of Unsubstantiated Cash	% of Cash > Accepted & Posted Disbursements
	Drawdown Source System	Source System
	Date of Drawdown	Date of Transaction
	Days Drawdown Excluded	Grace Period
	Days Since Drawdown	Days Since Net Draws Increase
	Returned Funds	Refunds of Cash

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Set Up School Security Administrator for COD Web Site

Step	Action
1	Submit a school administrator request letter on university or corporate letterhead, including: • Security Administrator's first and last names • Keyword Identifier = Mother's maiden name (used for security purposes to identify the security administrator if password is forgotten) • Work telephone number • E-mail address • OPE ID • School Name • Job Title • Physical work address • Work fax number • Security Administrator's signature • School approving authority's name, title and signature (e.g., FAA) • Third party vendor used (if applicable)
2	Mail the letter (signed and on university or corporate letterhead) to U.S. Department of Education FSA Customer Service Center P.O. Box 9003 Niagara Falls, NY 14302
3	The school's Security Administrator will receive a user ID and initial instructions for accessing the COD Web Site via the e-mail address provided in the initial request letter.
4	For security purposes, the Security Administrator's password will be sent in a second email.
5	Security Administrator will be provided with instructions on how to set up access for other staff.
6	Questions or problems concerning this process should be submitted to the FSA Customer Service Call Center at 1-800-433-7327 or send via the Schools Portal at **fsa4schools.ed.gov**.
NOTE!	If a school's Security Administrator's account needs to be closed and a new Security Administrator account opened, the school must begin again at Step 1 for the new Security Administrator. Additionally, if a school is newly eligible to participate in the Federal Direct Loan Program, the same process starting at Step 1 should be used.

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Subscribing to FSATech Electronic Newsletter

Note: FSATech electronic newsletter is a listserv that provides financial aid administrators the opportunity to ask and get answers to their technical questions about FSA's software or systems. Subscribers will also automatically receive "hot" news flashes about processing and software issues.

Step	Action
1	Access the sign-up Web site at: **www.ed.gov/offices/OSFAP/services/fsatechsubscribe.html**
2	Fill in the form with: • E-mail address • The same e-mail address to verify • First name • Last name
3	Read through the choices of "individual messages" or "digests" then click the round button next to your choice.
4	When you are ready, click **Submit**.
NOTE!	This Web site also allows you to change your FSATech options and unsubscribe.

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Federal Student Financial Aid Programs

Required School Reporting: Consumer Information

Consumer Information Reports	Recipients	Method	Due Date
1. General information about the school FSA Handbook, Vol. 2, Chapter 7 668.43	Currently enrolled students Prospective students	Must publish and make readily available	Notice about information, annually Information, upon request
2. Financial aid information FSA Handbook, Vol. 2, Chapter 7 668.42	Currently enrolled students Prospective students	Must publish and make readily available	Notice about information, annually Information, upon request
3. (a) Completion or graduation rates, and if applicable, transfer-out rates for general student body (Student Right-to- Know) FSA Handbook, Vol. 2, Chapter 7 668.45	ED by report	IPEDS system Contact Susan Broyles at (202) 502-7318 or susan.broyles@ed.gov	Annually by July 1
	Currently enrolled students Prospective students 668.41(d)(3)	Via publications, mailings or electronic media sent directly to individuals	Notice about information, annually Information, upon request
3. (b) Completion or graduation rates, and if applicable, transfer-out rates for schools that offer athletically-related student aid (Student Right-to-Know) FSA Handbook, Vol. 2, Chapter 7 668.48	ED by report	IPEDS system Contact Susan Broyles at (202) 502-7318 or susan.broyles@ed.gov	Annually by July 1
	Prospective student-athletes when student aid is offered Parents, high school coach and guidance counselor (Note: if school is member of national collegiate athletic association, no notice to coach and counselor) 668.41(f)	Via publications, mailings or electronic media sent directly to individuals	Upon request

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Consumer Information Reports	Recipients	Method	Due Date
4. Equity in Athletics to report athletic program participation rates and financial support data FSA Handbook, Vol. 2, Chapter 7 668.47	ED by report	Via Web site at **surveys.ope.ed.gov/security**	Annually, compiled by October 15 sent to ED no later than 15 days after report is available
	Prospective students Parents, media, and general public 668.41(g)	Via publications, mailings or electronic media sent directly to individuals	Upon request
5. Campus Security Report to report data on crime statistics and security (Student Right-to-Know) FSA Handbook, Vol. 2, Chapter 7 668.46	ED	By report	Annually by October 1
	Currently enrolled students Employees [668.41(e)] All prospective students and employees upon request 668.41(e)(4)	Via publications, mailings or electronic media sent directly to individuals If school chooses to post report to a Web site, it must send each individual—via U.S. mail, campus mail or direct e-mail—a notice that (1) identifies information required to be disclosed; (2) provides exact electronic Web site address; (3) states that upon request individual is entitled to a paper copy; and (4) tells individual how to request a paper copy	Notice about information, annually Information, upon request
6. FERPA (Family Educational Rights and Privacy Act) to provide notice of rights 34 CFR 99	Currently enrolled students	Through appropriate publications, mailings or electronic media	Annually

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Consumer Information Reports	Recipients	Method	Due Date
7. Notice to Enrolled Students of availability of information regarding: (1) Financial assistance available (668.42) (2) School (668.43) (3) School's completion or graduation rate and, if applicable, transfer-out rate (668.45) (4) Students' rights under FERPA (99.7) (5) Athletic program participation rates and financial support (668.47) (6) Campus Security (668.46) 668.41(c)	Currently enrolled students	Must provide direct notice to each person via U.S. mail, campus mail or e-mail. Notice must list and briefly describe the information and tell students how to obtain it. Posting notice on intranet Web site does not constitute notice. However, if school discloses information by posting on Web site, notice must include exact electronic address and statement that a paper copy of the information will be provided upon request.	Annually
8. Notice to Prospective Students (same as notices to currently enrolled students)	Prospective students	Via publications, mailings or electronic media sent directly to individuals	Annually
9. Drug and Alcohol Abuse Prevention materials, including standards of conduct, sanctions, counseling or treatment programs available, and health risks FSA Handbook, Vol. 2, Chapter 7 668.46(b)	Currently enrolled students Employees Faculty	May include information in student and employee handbooks or other publications if distributed to each student and employee	Annually

Other Required Reporting

Other Required Reporting	Recipients	Method	Due Date
10. Drug and Alcohol Abuse Prevention (applies only to schools participating in Campus-Based Programs) Notice to employees of unlawful activities and of actions school will take against employees for violations FSA Handbook, Vol. 2, Chapter 7	Employees	May include information in employee handbooks or other publications if distributed to each employee	Annually
11. PPA/ECAR Changes See FSA Handbook for changes that do/do not require ED's written approval before disbursing funds FSA Handbook, Vol. 2, Chapter 10 600.20, 600.21	ED	**eligcert.ed.gov**	Within 10 calendar days of change

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Other Required Reporting	Recipients	Method	Due Date
12. PPA Recertification FSA Handbook, Vol. 2, Chapter 10	ED	**eligcert.ed.gov**	90 days prior to expiration date of PPA
13. School closure or bankruptcy	ED	Letter to ED Call Case Management Team	Within 10 calendar days of either event
14. 90/10 Report on school revenue (proprietary schools only) 668.26, 600.5, 668.23 FSA Handbook, Vol. 2, Chapter 11	ED	Proprietary schools failing to satisfy the 90/10 rule must notify ED Regional Case Management Team	90 days after school's most recently completed fiscal year *or* July 31
15. Audit of school's compliance with laws and regulations FSA Handbook, Vol. 2, Chapter 11 668.23	ED	FSA compliance audit and audited financial statements to ED at address listed in Handbook *or*	Within 6 months of end of school's fiscal year
		A-133 to Clearinghouse	Within 9 months of end of school's fiscal year
16. FISAP Report: Fiscal Operations report and Application to Participate must be submitted each award year to receive Campus-Based Program funds, FSA Handbook, Vol. 4, Chapter 1 673.3	ED	FISAP on the Web	Annually by October 1
17. Drug-Free Workplace FSA Handbook, Vol. 2, Chapter 2	ED	Included with FISAP	Annually by October 1
18. Anti-Lobbying Certification FSA Handbook, Vol. 2, Chapter 2	ED	Included with FISAP	Annually by October 1
19. (a) Pell Grant origination and disbursement information FSA Handbook, Vol. 3, Chapter 3 and Vol. 2	ED	Electronically via COD at **cod.ed.gov**	Origination and disbursement records submitted throughout award year Disbursements reported within 30 days before or after disbursement Changes to disbursements reported within 30 days of date school is aware of change Submission deadline September 30

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Other Required Reporting	Recipients	Method	Due Date
19. (b) William D. Ford Direct Loan origination and disbursement information Direct Loan School Guide, Chapter 6	ED	Electronically via COD at **cod.ed.gov**	Origination and disbursement records submitted throughout award year Disbursements reported up to 7 days before or within 30 days after disbursement Changes to disbursements are reported within 30 days of date school is aware of change Submission deadline *generally* is July 31 of calendar year following end of award year (e.g., for AY 2002-2003, the deadline is July 31, 2004)
19. (c) *Optional* Campus-Based Program student-level award data (Option for Full Participants in COD to pre-populate sections of the FISAP)	ED	Electronically via COD at **cod.ed.gov**	May be submitted throughout award year prior to completing FISAP
20. Overpayment due from student resulting from withdrawal from school FSA Handbook, Vol. 2	ED	Electronically via NSLDS at **nsldsfap.ed.gov** and/or refer to ED for collection (See Handbook for referral form and address)	Immediately after response from student within 45 days required to respond if student cannot repay *or* 46th day after notice to student to set up payment arrangements and no response
21. Overpayment due from student GEN 98-14 FSA Handbook, Vol. 1, Chapter 8	Debt Collection Service	Electronically via NSLDS at **nsldsfap.ed.gov** and/or refer to ED for collection (See Handbook for referral form and address)	Within 30 days of learning of overpayment

Other Required Reporting	Recipients	Method	Due Date
22. Enrollment Reporting (formerly Student Status Confirmation Report) to report status of students who are beneficiaries of PLUS loan(s) or who have borrowed Stafford loan(s): (1) Enrollment, including less-than-half-time and withdrawal (2) Permanent address changes FSA Handbook, Vol. 8, Chapter 7 682.610, 685.309	ED	Electronically via NSLDS	At least semi-annually but recommended every 2 months If change occurs and no report is scheduled for 60 days, must report within 30 days of becoming aware of change
23. (a) Federal Perkins Loan data FSA Handbook, Vol. 2, Chapter 3 668.16	ED	Electronically via NSLDS	Monthly
24. Credit Bureau Reporting of Perkins Loan information: (1) Date and amount of each Perkins Loan disbursement (2) That borrower/loan has gone into default (3) That defaulted borrower has made 6 consecutive, on-time monthly payments FSA Handbook, Vol. 5, Chapter 7 674.16, 674.45	At least one national credit bureau		

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2003-2004 Award Year
Master Calendar of Events

Legend:

1. ≈ Refers to events that occur sometime during that month but have no specific date (as of training print date)
2. 12 calendar months of the 2003-2004 award year is highlighted (July 2003-June 2004)
3. ✓ indicates events that correspond to a particular session in the Delivery System training
4. "03-04" indicates events that correspond to a session in the Delivery System training and pertain to the 2003-2004 award year

Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Jan 2003	*Jan 1*	2003-2004 Application systems available to student • FOTW • ROTW • COTW • Student Access on the Web	**03-04**		**03-04**	
	Jan 1	2003-2004 Application systems available to FAAs • FAA Access to the CPS Online • EDExpress	**03-04**		**03-04**	
	Jan 2	CPS starts processing 2003-2004 applications and corrections		**03-04**		
	≈	School receives tentative 2003-2004 Campus-Based allocations				**03-04**
	Jan 2	Publish first draft of 2004-2005 FAFSA/Renewal FAFSA in the Federal Register	✓			
	Jan 2	60-day comment period on 1st draft of 2004-2005 FAFSA/Renewal FAFSA begins	✓			
	≈	Final 2003-2004 ISIR record layout posted to IFAP and FSAdownload				
Feb 2003	*Feb 1*	School receives draft electronic cohort default rate (eCDR) notification package for fiscal year 2001 from NSLDS				

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Feb 2003	*Feb 1*	Publish 2003-2004 Federal Pell Grant payment schedules				
	≈	Under use of 2001-2002 funds waiver request deadline				✓
	≈	Last date for school to submit request for administrative relief for 2001-2002 Pell reporting based on a natural disaster or other unusual circumstances, or an administrative error made by ED or an ED contractor				✓
	Feb 15	Last date for school to submit 2003-2004 FISAP (based on 2001-2002 information) appeal				**03-04**
	≈	Planned release for COD v2.0				**03-04**
	≈	2003-2004 EDExpress for Windows, v9.1 (COD module) available for download				**03-04**
Mar 2003	*Mar 1*	2003-2004 FISAP (based on 2001-2002 information) appeals resolved by ED				**03-04**
	Mar 2	60-day comment period on draft 2004-2005 FAFSA/Renewal FAFSA ends	✓			
	Mar 2-7	Comments received on 2004-2005 FAFSA/Renewal FAFSA reviewed and analyzed	✓			
	Mar 14	2nd draft of 2004-2005 FAFSA/Renewal FAFSA published in the Federal Register	✓			
	Mar 14	30-day comment period on 2nd draft of 2004-2005 FAFSA/Renewal FAFSA begins	✓			
	≈	School begins submitting DL origination records to COD for 2003-2004 award year				✓
	≈	Pell 2003-2004 award year processing begins and school begins submitting Pell origination records to COD				**03-04**

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Apr 2003	*Apr 1*	School receives final 2003-2004 Campus-Based allocations				**03-04**
	Apr 13	30-day comment period on 2nd draft of 2004-2005 FAFSA/Renewal FAFSA ends	✓			
	Apr 13 May13	OMB reviews comments submitted on 2004-2005 FAFSA/Renewal FAFSA	✓			
	≈	DL 2003-2004 award year begins and school begins submitting DL origination records to COD				**03-04**
May 2003	≈	Final draft of 2004-2005 FAFSA/Renewal FAFSA is released	✓			
	≈	2003-2004 ISIR Analysis Tool (formerly QA Tool) v3.0 available for download				
Jun 2003	≈	School begins submitting 2003-2004 Pell disbursement information to COD				**03-04**
	≈	2003-2004 DL Tool v3.0 available for download				
	≈	Draft 2004-2005 Student Aid Report mockups released	✓			
	Jun 1	2003-2004 Pell initial authorization amounts provided to schools				
	Jun 30	Last date for student to submit 2002-2003 FAFSAs to the CPS • Paper FAFSA • Paper Renewal FAFSA • FOTW • ROTW	✓			
	Jun 30	Last date for school to submit 2002-2003 FAFSAs to the CPS • FAA Access to the CPS Online • EDExpress	✓			
	Jun 30	2002-2003 award year ends				

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Jul 2003	*Jul 1*	2003-2004 award year begins				
	Jul 1	Last date for school to submit annual IPEDS report to ED: • Completion and graduation rates for general student body • Completion, graduation and transfer-out rates for schools that offer athletically-related student aid				✓
Aug 2003	*Aug 1*	School receives 2004-2005 FISAP application (for reporting 2002-2003 disbursement information)				✓
	Aug 15	Last date to submit 2002-2003 corrections and requests for duplicate SARs to the CPS • Paper SAR (student) • COTW (student) • FAA Access to the CPS Online (school) • EDExpress (school)		✓		
	Aug 15	Last date for school to submit request for 2002-2003 Year-To-Date Pell records from COD				✓
	Aug 21	Last date for student to submit 2002-2003 FAFSA or SAR signature page to the CPS			✓	
	Aug 27	Last date for student to submit school change to and/or request for a duplicate 2002-2003 SAR from the Federal Student Aid Information Center			✓	
	≈	Draft 2004-2005 ISIR record layout posted to IFAP and FSAdownload		✓		
	≈	Electronic Announcement describing changes to the 2004-2005 Renewal Application Process (RAPP) posted to IFAP	✓			
	≈	2004-2005 RAPP Guide posted to FSAdownload	✓			

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Aug 2003	≈	School receives network message to remind eligible 2004-2005 renewal applicants to update mailing and e-mail addresses with CPS	✓			
	≈	Planned implementation of eCampus-Based v4 (FISAP)				✓
Sep 2003	≈	School receives final electronic cohort default rate (eCDR) notification package for fiscal year 2001 from NSLDS				
	*Sep 2	Last date for student to submit 2002-2003 verification documents to the school *earlier of 90 days after student's last date of enrollment or Sep 2, 2003			✓	
	*Sep 2	Last date for student to submit valid 2002-2003 SAR (for Pell only) to the school *earlier of 90 days after student's last date of enrollment or Sep 2, 2003			✓	
	*Sep 2	Last date for school to receive valid 2002-2003 ISIR (for Pell only) from the CPS *earlier of student's last date of enrollment or Sep 2, 2003			✓	
	Sep 30	Last date for school to submit (close out) 2002-2003 Pell disbursement information to COD *After Sep 30, school may submit Pell disbursement information only: • For a downward adjustment to a previously reported award • Based on a program review or initial audit finding				✓

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Sep 2003	*Sep 30*	First date for school to submit request for administrative relief for 2002-2003 Pell reporting based on a natural disaster or other unusual circumstances, or an administrative error made by ED or an ED contractor				✓
Oct 2003	*Oct 1*	Last date for school to submit 2004-2005 FISAP to ED (reporting on 2002-2003 activity)				✓
	Oct 1	Last date for school to submit annual Campus Security Report to ED				✓
	Oct 7-11	CPS builds 2004-2005 Renewal Application database	✓			
	Oct 7-31	School sends request to CPS for PINs and 2004-2005 Renewal Application Reminders for eligible renewal applicants	✓			
	Oct 14	CPS begins processing PIN requests	✓			
	Oct 15	Last date for school to submit annual Equity in Athletics Report to ED				✓
	≈	Electronic Announcement describing changes to 2004-2005 EDExpress software posted to IFAP	✓			
	≈	School begins ordering 2004-2005 FAFSAs	✓			
	≈	Begin development on 2005-2006 FAFSA/Renewal FAFSA	✓			
Nov 2003	≈	Planned retirement of PEPS legacy system				
	≈	Planned implementation of NSLDS II				✓
	Nov 1	2004-2005 final regulations published				
	Nov 1	ED begins distributing 2004-2005 FAFSAs	✓			

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Nov 2003	*Nov 7*	CPS transmits 2004-2005 RAPP PIN/Print Notification file (containing the school's eligible renewal applicants) to the appropriate destination point	✓			
	Nov 7-Dec 20	CPS sends PINs to eligible 2004-2005 renewal applicants with PINs and 2004-2005 paper Renewal FAFSAs to eligible renewal applicants without out PINs	✓			
	Nov 15	ED transmits 2004-2005 FISAP edits (based on 2002-2003 information) to school				✓
	≈	Revised 2004-2005 ISIR record layout published in EDE Technical Reference (posted to FSAdownload)		✓		
	≈	Guide to 2004-2005 ISIRs posted to IFAP		✓		
	≈	School receives Federal School Code list	✓			
Dec 2003	*Dec 1*	ED publishes list of required hardware and software changes needed to support 2004-2005 processing year		✓		
	Dec 1-20	CPS sends PINs to eligible 2004-2005 renewal applicants with PINs and 2004-2005 paper Renewal FAFSAs to eligible renewal applicants without out PINs	✓			
	Dec 15	Last date for school to submit edits/corrections to 2004-2005 FISAP (based on 2002-2003 disbursements)				✓
	≈	EDExpress software v10.0 for 2004-2005 is available for download	✓			
Jan 2004	*Jan 1*	2004-2005 Application systems available to student • FOTW • ROTW • COTW • Student Access on the Web	✓		✓	

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Jan 2004	*Jan 1*	2004-2005 Application systems available to FAAs • FAA Access to the CPS Online • EDExpress	✓		✓	
	Jan 2	CPS starts processing 2004-2005 applications and corrections		✓		
	"	School receives tentative 2004-2005 Campus-Based allocations				✓
	"	Publish first draft of 2005-2006 FAFSA/Renewal FAFSA in the Federal Register	✓			
	"	60-day comment period on 1st draft of 2005-2006 FAFSA/Renewal FAFSA begins	✓			
Feb 2004	*Feb 1*	School receives draft electronic cohort default rate (eCDR) notification package for fiscal year 2002 from NSLDS				
	Feb 1	Publish 2004-2005 Federal Pell Grant payment schedules				
	"	Under use of 2002-2003 funds waiver request deadline				✓
	"	Last date for school to submit request for administrative relief for 2002-2003 Pell reporting based on a natural disaster or other unusual circumstances, or an administrative error made by ED or an ED contractor				✓
	Feb 15	Last date for school to submit 2004-2005 FISAP (based on 2002-2003 information) appeal				✓
	"	2004-2005 EDExpress for Windows (COD module) available for download				✓
Mar 2004	*Mar 1*	2004-2005 FISAP (based on 2002-2003 information) appeals resolved by ED				✓

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Mar 2004	≈	60-day comment period on draft 2005-2006 FAFSA/Renewal FAFSA ends	✓			
	≈	Comments received on 2005-2006 FAFSA/Renewal FAFSA reviewed and analyzed	✓			
	≈	2nd draft of 2005-2006 FAFSA/Renewal FAFSA published in the Federal Register	✓			
	≈	30-day comment period on 2nd draft of 2005-2006 FAFSA/Renewal FAFSA begins	✓			
	≈	School begins submitting DL origination records to COD for 2003-2004 award year				✓
	≈	Pell 2004-2005 award year processing begins and school begins submitting Pell origination records to COD				✓
Apr 2004	*Apr 1*	School receives final 2004-2005 Campus-Based allocations				✓
	≈	30-day comment period on 2nd draft of 2005-2006 FAFSA/Renewal FAFSA ends	✓			
	≈	OMB reviews comments submitted on 2005-2006 FAFSA/Renewal FAFSA	✓			
May 2004	≈	Final draft of 2005-2006 FAFSA/Renewal FAFSA is released	✓			
	≈	2004-2005 ISIR Analysis Tool available for download				
June 2004	≈	School begins submitting 2004-2005 Pell disbursement information to COD				✓
	≈	2004-2005 DL Tool available for download				
	≈	Draft 2005-2006 Student Aid Report mockups released	✓			

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
June 2004	*Jun 1*	2004-2005 Pell initial authorization amounts provided to schools				
	Jun 30	Last date for student to submit 2003-2004 FAFSAs to the CPS • Paper FAFSA • Paper Renewal FAFSA • FOTW • ROTW	**03-04**			
	Jun 30	Last date for school to submit 2003-2004 FAFSAs to the CPS • FAA Access to the CPS Online • EDExpress	**03-04**			
	Jun 30	2003-2004 award year ends				
Jul 2004	*Jul 1*	2004-2005 award year begins				
	Jul 1	Last date for school to submit annual IPEDS report to ED: • Completion and graduation rates for general student body • Completion, graduation and transfer-out rates for schools that offer athletically-related student aid				✓
	Jul 31	Last date for school to submit (close out) 2002-2003 DL disbursement information to COD				✓
Aug 2004	*Aug 1*	School receives 2005-2006 FISAP application (for reporting 2003-2004 disbursement information)				**03-04**
	Aug 15	Last date for school to submit request for 2003-2004 Year-To-Date Pell records from COD				**03-04**

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Aug 2004	≈	Last date to submit 2003-2004 corrections and requests for duplicate SARs to the CPS • Paper SAR (student) • COTW (student) • FAA Access to the CPS Online (school) • EDExpress (school)		**03-04**		
	≈	Last date for student to submit 2003-2004 FAFSA or SAR signature page to the CPS			**03-04**	
	≈	Last date for student to submit school change to and/or request for a duplicate 2003-2004 SAR from the Federal Student Aid Information Center			**03-04**	
	≈	Draft 2005-2006 ISIR record layout posted to IFAP and FSAdownload		✓		
	≈	Electronic Announcement describing changes to the 2005-2006 Renewal Application Process (RAPP) posted to IFAP	✓			
	≈	2005-2006 RAPP Guide posted to FSAdownload	✓			
	≈	School receives network message to remind eligible 2005-2006 renewal applicants to update mailing and e-mail addresses with CPS	✓			
Sep 2004	≈	School receives final electronic cohort default rate (eCDR) notification package for fiscal year 2002 from NSLDS				
	*≈	Last date for student to submit 2003-2004 verification documents to the school *earlier of 90 days after student's last date of enrollment or Sep * 2004			**03-04**	

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Sep 2004	•≈	Last date for student to submit valid 2003-2004 SAR (for Pell only) to the school *earlier of 90 days after student's last date of enrollment or Sep * 2004			**03-04**	
	•≈	Last date for school to receive valid 2003-2004 ISIR (for Pell only) from the CPS *earlier of student's last date of enrollment or Sep * 2004			**03-04**	
	Sep 30	Last date for school to submit (close out) 2003-2004 Pell disbursement information to COD *After Sep 30, school may submit Pell disbursement information only: • For a downward adjustment to a previously reported award • Based on a program review or initial audit finding				**03-04**
	Sep 30	First date for school to submit request for administrative relief for 2003-2004 Pell reporting based on a natural disaster or other unusual circumstances, or an administrative error made by ED or an ED contractor				✓
Oct 2004	*Oct 1*	Last date for school to submit 2005-2006 FISAP to ED (reporting on 2003-2004 activity)				**03-04**
	Oct 1	Last date for school to submit annual Campus Security Report to ED				✓
	Oct 15	Last date for school to submit annual Equity in Athletics Report to ED				✓
	≈	CPS builds 2005-2006 Renewal Application database	✓			
	≈	School sends request to CPS for PINs and 2005-2006 Renewal Application Reminders for eligible renewal applicants	✓			

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Oct 2004	≈	CPS begins processing PIN requests	✓			
	≈	Electronic Announcement describing changes to 2005-2006 EDExpress software posted to IFAP	✓			
	≈	School begins ordering 2005-2006 FAFSAs	✓			
	≈	Begin development of 2006-2007 FAFSA/Renewal FAFSA	✓			
Nov 2004	*Nov 1*	2005-2006 final regulations published				
	≈	ED begins distributing 2005-2006 FAFSAs	✓			
	≈	CPS transmits 2005-2006 RAPP PIN/Print Notification file (containing the school's eligible renewal applicants) to the appropriate destination point	✓			
	≈	CPS sends PINs to eligible 2004-2005 renewal applicants with PINs and 2004-2005 paper Renewal FAFSAs to eligible renewal applicants without out PINs	✓			
Dec 2004	≈	CPS sends PINs to eligible 2005-2006 renewal applicants with PINs and 2005-2006 paper Renewal FAFSAs to eligible renewal applicants without out PINs	✓			
	≈	ED transmits 2005-2006 FISAP edits (based on 2003-2004 disbursements) to schools				**03-04**
	≈	Revised 2005-2006 ISIR record layout published in EDE Technical Reference (posted to FSAdownload)		✓		
	≈	School receives Federal School Code list	✓			
	≈	Guide to 2005-2006 ISIRs posted to IFAP		✓		

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Month / Year	Date	Events	Application Systems	Processing Application Data	Correcting Application Data	Disbursements & Reporting
Dec 2004	≈	ED publishes list of required hardware and software changes needed to support 2005-2006 processing year		✓		
	≈	CPS sends PINs to eligible 2005-2006 renewal applicants with PINs and 2005-2006 paper Renewal FAFSAs to eligible renewal applicants without out PINs	✓			
	Dec 15	Last date for school to submit edits/corrections to 2005-2006 FISAP (based on 2003-2004 disbursements)				**03-04**
	≈	EDExpress software for 2005-2006 is available for download	✓			

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2003-2004 COD (Common Origination and Disbursement) Technical Reference

A document focusing on the technical requirements of the COD system. It provides a COD system overview, a list of changes, processing information (e.g., comment codes and edits), print specifications and technical specifications (e.g., Common Record layout, XML information). The appendices also contain more reference information, like conversion tables, calculation tables and physical Common Record layout.

Located at **fsadownload.ed.gov**

2003-2004 EDE (Electronic Data Exchange) Technical Reference

A document focusing on the technical requirements of the EDExpress software and the EDconnect software (used for sending and receiving electronic files) for programmers and data processing staff. It includes record layouts, required edits, print assistance, and reject messages applicable to the electronic Free Application for Financial Student Aid (FAFSA), Institutional Student Information Record (ISIR), electronic corrections, and signature records.

Located at **fsadownload.ed.gov**

2003-2004 ISIR Guide

A reference that financial aid administrators (FAAs) use to interpret student information on the Institutional Student Information Record (ISIR). It also explains codes and flags that appear in the FAA Information section of the ISIR.

Located at **ifap.ed.gov** (current publications by title)

2003-2004 SAR/ISIR Comment Codes and Text

Companion document to the EDE Technical Reference. It can be used as a stand-alone guide for interpreting Student Aid Report (SAR) and ISIR comment codes and text.

Available at **fsadownload.ed.gov**

AGI (Adjusted Gross Income)

A specific income figure taken from a completed income tax form filed in compliance with Internal Revenue Service (IRS) regulations and guidelines.

Alert Notification Message

An e-mail message generated by the National Student Loan Data System (NSLDS) Transfer Student Monitoring System informing the school that there is new Alert information that may impact a student's eligibility. It signals the school to access the student's updated financial aid history on the NSLDS database.

Assumptions

See *Data Assumptions*.

ATB (Ability to Benefit)

An eligibility standard for individuals who want to receive federal student financial aid for postsecondary education but who do not have a high school diploma or its recognized equivalent, and are beyond the age of compulsory school attendance in the state where the institution is located.

To be eligible to receive federal student financial aid, the Higher Education Act (HEA) of 1965, as amended, requires these individuals pass an independently administered test approved by the U.S. Secretary of Education.

Automatic Zero EFC

A value of zero is automatically assigned as the Expected Family Contribution (EFC) if certain criteria are met. A dependent student qualifies for an automatic zero EFC if:

- The student's parents filed or are eligible to file an IRS Form 1040A or 1040EZ and the sum of both parents' adjusted gross incomes or earned incomes is equal to or less than the set threshold *or*
- The parents are not required to file and the sum of their income is equal to or less than the threshold.

An independent student with dependents other than a spouse qualifies if:

- The student (and spouse, if applicable) filed or is eligible to file an IRS Form 1040A or 1040EZ, *or*
- The student (and spouse, if applicable) is not required to file and the student's (and spouse's, if applicable) adjusted gross income(s) or earned income(s) is equal to or less than the set threshold.

For 2003-2004, the set threshold is $15,000 (the amount that qualifies a family for the maximum federal Earned Income Credit)

Also see *Expected Family Contribution (EFC).*

Base Year

The 12-month period ending on December 31 of the calendar year that precedes an award year. For example, calendar year 2002 is the base year for the 2003-2004 award year. The base year pertains to the earnings, adjusted gross income, taxes paid, and untaxed income that an applicant reports on the FAFSA.

Call for Cash

Requirement that a school return unsubstantiated funds previously drawn down. Pertains to schools using the Advance Pay funding method.

Campus-Based Programs

Federally-funded financial aid assistance programs that are administered by eligible schools. The Campus-Based Programs are Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS). Also see *Fiscal Operations Report and Application to Participate (FISAP).*

CFL (Current Funding Level)

Total amount of cash available for a school to drawdown (request access to and retrieve available funds from the U.S. Treasury) at any point in time, and is a subset of the school ceiling amount (SCA).

COA (Cost of Attendance)

Costs related to a student's enrollment in a postsecondary school for a defined academic period. COA components include tuition and fees, room and board , allowances for books and supplies, transportation, miscellaneous personal expenses, along with other applicable expenses such as loan fees, dependent-care costs, costs related to a disability, study-abroad costs, as outlined in Section 472 of the HEA. The EFC is subtracted from the COA to determine the student's need for aid.

COD (Common Origination and Disbursement)

A system that includes the processes of origination and disbursement reporting. The COD System accommodates the COD Process for Pell Grant and Direct Loan funding as well as student-level reporting of Campus-Based awards.

Comment Code

A numeric code on the ISIR corresponding to a comment about FAFSA data and what action, if any, the student must take.

Comment Code Text

A comment on the SAR and ISIR, with a corresponding comment code, about FAFSA processing results and what action, if any, the student must take.

Common Record

A data transport mechanism (document) used to exchange Federal Student Aid (FSA) data between Full Participants in the Common Origination and Disbursement Process and ED. Written in XML and can report data for multiple entities, students, programs, awards, and disbursements.

Compute Rejects

See *Data Rejects*.

Conflicting Information

Information held by any office at a school that conflicts with the information on a student's application for federal student aid. Also see *Verification*.

Correction

Data on the SAR/ISIR that was changed to correct a FAFSA error. A correction on a current transaction is marked with "#." A correction on a previous transaction is marked with "@."

COTW (Corrections on the Web)

A Web site that students use to correct information already submitted on a FAFSA. Located at **fafsa.ed.gov**

CPS (Central Processing System)

The U.S. Department of Education's application data processing system. The CPS uses student information on the FAFSA to calculate the student's official EFC. It performs matches against other databases (e.g., Social Security Administration), creates the ISIR and transmits it to schools, and mails the SAR to the student who didn't provide an e-mail address. If a student provides an e-mail address, an e-mail with a link to the SAR is sent.

Data Assumptions

Assumptions the CPS makes about certain data values the student reported on the FAFSA when the information appears inconsistent/contradictory. For example, if a FAFSA indicates that the student is married and it reports two incomes but only 1 in the household, the CPS assumes that the value for number in the household should be 2. If the CPS assumption is incorrect, the student or the FAA can make corrections. FAAs can also override the assumptions on an initial FAFSA transaction. Assumptions are noted on the SAR and ISIR. On an ISIR, a field containing an assumed value is highlighted with an asterisk (*).

Data Rejects

Application data rejected by the CPS when required information is omitted, incomplete or inconsistent. Examples of rejects include: (1) an application that is not signed by the student; and (2) an application for a dependent student that omits parental information When an application is rejected, the EFC is not calculated. Also referred to as *compute rejects*.

Database Matches

CPS matches certain FAFSA information with other federal databases. As part of normal FAFSA processing, the CPS performs database matches to determine if an applicant meets certain eligibility criteria. These federal databases include the Social Security Administration (SSA), Selective Service (SS), Department of Veteran's Affairs (VA), Immigration and Naturalization Service (INS), and National Student Loan Data System (NSLDS).

Demonstrated Financial Need

See *Need*.

DOJ (Department of Justice)

The federal agency that enforces the law and defends the interests of the United States according to the law. This agency also administers and enforces U.S. immigration laws. The CPS conducts a match of FAFSA data against this agency's database to confirm the student's identification and eligibility for federal student financial aid.

Dependency Override

Action taken by a financial aid administrator (FAA) to indicate to the CPS that a particular application submitted by a dependent student should be processed as an independent student. In unusual circumstances, the application of a student who does not meet any of the criteria of an independent student may be processed as an independent applicant and will not reject because of missing parent information. A financial aid administrator uses professional judgment to make this decision and must document the decision.

Dependent Student

A student who does not meet any of the criteria to be considered an independent student for federal student financial aid purposes. Dependent students must submit parent information to be considered eligible for federal student financial aid. Also see *Independent Student*.

DL (Direct Loan)

A federal program, also called the William D. Ford Federal Direct Loan Program, through which the U.S. government (not a commercial lender) provides 4 types of education loans to student and parent borrowers:

- Federal Direct Subsidized Stafford/Ford Loan
- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal Direct PLUS Loan
- Federal Direct Consolidation Loan

DOB (Date of Birth)

The month, day, and year when the applicant was born.

DPA (Destination Point Administrator)

An organization's representative who is involved in the administration of Title IV student financial aid programs. This individual is enrolled on the Student Aid Internet Gateway and assigned a destination point.

DRI (Disbursement Release Identifier)

A field on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant) and to use the disbursement to substantiate drawdowns. Formerly known as Payment Trigger Flag.

DRN (Data Release Number)

The four-digit number on the SAR that the student uses when changing certain SAR information by telephone. Student's can give schools use of the DRN to request the student's ISIR from the CPS.

ED (U.S. Department of Education)

The federal agency that establishes policy for administers and coordinates most federal assistance to education. It publishes regulations and is responsible for compliance and oversight. It establishes and manages the process by which students and schools receive federal dollars allocated for the programs. It assists in implementing laws enacted by Congress.

EDE (Electronic Data Exchange)

Process for institutions (and other participating destination points, such as third-party servicers) to electronically transmit, receive, and correct application data, package student awards, and transmit Federal Pell Grant and Direct Loan payment information through the Student Aid Internet Gateway (SAIG).

EDExpress

A PC-based software package provided by ED for schools to use in managing and administering federal student financial aid information.

EDExpress Verification Worksheet

A tool in the EDExpress software to compare ISIR data with the data an applicant provides on verification documents, such as federal tax returns or Verification Worksheets. It displays the differences between the ISIR and the verification document so that the FAA can tell if the differences are within the verification tolerance level. EDExpress users can also update student and parent ISIR information and submit it to the CPS. Also see *Verification Tolerance*.

Available for download at **fsadownload.ed.gov**

EFA (Estimated Financial Assistance)

The amount of financial assistance a school estimates a student will be awarded or has been awarded in federal, state, and privately-supported scholarship, grant, work, or loan programs, including veterans' education benefits and Social Security benefits.

EFC (Expected Family Contribution)

A calculated amount, based on a formula established by Congress, of how much the student's family can be expected to contribute toward the cost of the student's education in an award year. The EFC is calculated when the CPS successfully processes a student's FAFSA information and is the number schools use to determine the amount and type of aid the student can receive.

eMPN (Electronic Master Promissory Note)

A Web-based Master Promissory Note. A student can complete and sign an MPN electronically instead of using a paper MPN. Users must have a PIN to initiate the process. Also see *Master Promissory Note*.

Enrollment Reporting

A process, required by law, by which schools confirm and report the enrollment status of students receiving Title IV aid. A student's enrollment status determines deferment eligibility, grace periods, and repayment schedules, as well as the government's payment of interest subsidies. Schools report the enrollment information to the National Student Loan Data System (NSLDS) and, in turn, NSLDS merges the reported enrollment information and reports the information to guarantors, lendors, and servicers of student loans. Enrollment Reporting is critical for effective administration of Title IV loans and is the primary means of verifying students' loan privileges and the Federal government's financial obligations. The Enrollment Reporting process is formerly known as Student Status Confirmation Report (SSCR).

Entity Identifier (ID)

On the Common Record, the unique Common School Identifier for each data exchange partner (e.g., school, third party servicer, vendor, etc.). When performing entity searches via the COD Web Site, the Entity ID is a school's Common School Identifier, Pell ID, Direct Loan ID or OPE ID.

FAA (Financial Aid Administrator)

An individual employed by an institution to administer student financial aid programs. The FAA also coordinates aid from these programs with the school's other student aid programs and a student's outside financial resources.

FAA Access to CPS Online

A Web tool that financial aid administrators use to enter application data, view student information, make corrections, check batch status, and request PINs for students.
Located at **fafsa.ed.gov/FAA/faa.htm**
A PIN is required to access student information.

FAA Adjustment

A change to either the student's FAFSA data or cost of attendance (COA) that the financial aid administrator makes when exercising professional judgment (PJ). The action taken must be documented. Also see *Cost of Attendance (COA)* and *Professional Judgment* (PJ).

FAFSA (Free Application for Federal Student Aid)

A student financial aid application form completed by students and parents to apply for federal student aid. The information provided is the source for all Title IV need analysis computations, including the student's Expected Family Contribution (EFC). Also see *FOTW (FAFSA on the Web), Expected Family Contribution (EFC).*

FAT (Financial Aid Transcript)

A document formerly used by schools to collect data about Title IV and other financial aid received by a student at other educational institutions. This function is available through NSLDS. Also see *NSLDS Financial Aid History*.

Federal Need Analysis Methodology

See *FM (Federal Methodology)*. Also referred to as *Need Analysis*.

Federal Pell Grant Program

A federal grant program for undergraduate students who have not received a bachelor degree or a first professional degree and eligible students with baccalaureate degrees who are enrolled in state-required teacher certification programs. It is designed to financially assist students with the greatest financial need in meeting their basic education expenses.

Federal Register

A federal government publication that contains regulations, regulatory amendments, notices and proposed regulatory changes for all federal executive agencies. It is published each business day. ED regularly posts *Federal Register* excerpts pertaining to federal student financial aid to the Information for Financial Aid Professionals (IFAP) database to make this information readily available to schools and the financial aid community. Also see *Information for Financial Aid Professionals (IFAP)*.

Federal School Code (FSC)

A six-character number that ED assigns to each school that is eligible to participate in Title IV student financial aid programs. A Federal School Code begins with 0 (zero), G, B or E and ends with a five-digit number. When applying for federal student financial aid, students may list up to six Federal School Codes on their FAFSAs to indicate which schools should receive their processed application data. The list of Federal School Codes is updated each year and is available online at **www.fafsa.ed.gov**.

FFEL (Federal Family Education Loan Program)

A loan program that includes Federal Stafford Loans (both subsidized and unsubsidized), Federal PLUS (parent) Loans, and Federal Consolidation Loans. These are long-term loans insured by state or private nonprofit guaranty agencies and are reimbursed by the federal government for all or part of the insurance claims paid to lenders. This government guarantee replaces the collateral or security usually required with long-term consumer loans.

Financial Aid History

See *NSLDS Financial Aid History*.

Financial Need

See *Need*.

FISAP (Fiscal Operations Report and Application to Participate)

An annual report of campus-based expenditures for an award year combined with an application to participate in Campus-Based Programs in the upcoming award year. All schools that receive Campus-Based funds must submit this report to ED via the Web.

Located at **http://cbfisap.sfa.ed.gov**

A PIN is required to access this site.

FM (Federal Methodology)

The formula established by Congress used to calculate the Expected Family Contribution (EFC) of federal student financial aid applications. For more information, see the HEA, Part F. Also known as *Federal Need Analysis Methodology* and *Need Analysis*. Also see *FNT (Full Needs Test)* and *SNT (Simplified Needs Test)*.

FNT (Full Needs Test)

A formula under the Federal Methodology that uses the full range of data elements in calculating a student's Expected Family Contribution (EFC). It is also referred to as the regular formula. Also see *Federal Methodology (FM)*.

FOTW (FAFSA on the Web)

A Web-based program that allows students to complete their FAFSA faster and more easily than other application methods.

Located at **fafsa.ed.gov**

FOTW Demo (FAFSA on the Web Demo)

A demonstration site that allows financial aid administrators and others to practice and/or demonstrate entering FAFSA data online. Offers all the functionality and features of the live FAFSA on the Web (FOTW) site. Data entry is simulated and data cannot be saved because the database is cleared nightly.

Located at fafsademo.test.ed.gov

User ID: **eddemo** Password: **fafsatest**

Freeze Cash

Period during which a school is temporarily prevented from drawing down funds until unsubstantiated funds previously drawn down are substantiated by submitting actual disbursements. Pertains to schools using the Advance Pay funding method.

FSA (Federal Student Aid)

The office within the U.S. Department of Education (ED) responsible for the overall management and administration of the Title IV programs and its operating systems.

FSA Assessments

Four categories of Web-based management assessment modules to help schools assess compliance with Title IV requirements and enhance services. Each assessment is self-guided and contains links to applicable laws and regulations. The categories are Students, Schools, Managing Funds and Campus Needs.

Located at **qaprogram.air.org/SFAAssessment.asp**
OPE ID and a password are required for interactive modules. However, schools that choose not to create a password can access and download all interactive modules while in tour mode.

FSA Schools Portal

A Web site used by FAAs to more efficiently manage the federal student aid information provided by FSA.

Located at **fsa4schools.ed.gov**
ID and Password required to customize the portal.

FSA Student Aid Handbook

An ED publication that explains the procedures that schools must follow when administering federal student aid (FSA) programs. Most of these procedures are required by laws and regulations, while other procedures are required by the reporting systems of each Title IV program.

FSATech Electronic Newsletter

An e-mail listserve maintained by the Federal Student Aid programs in the U.S. Department of Education as a way to share information about electronic systems with financial aid professionals. (FSA systems include EDExpress, FISAP, etc.) The udpates provide accurate and timely answers to technical questions about FSA systems, software and mainframe products, and creates an environment where users of FSA systems can help one another resolve technical issues.

Register to receive at **www.ed.gov/offices/OSFAP/services/sfatechsubscribe.html**

FSC (Federal School Code)

A six-character number that ED assigns to each school that is eligible to participate in Title IV student financial aid programs. A Federal School Code begins with 0 (zero), G, B or E and ends with a five-digit number. When applying for federal student financial aid, students may list up to six Federal School Codes on their FAFSAs to indicate which schools should receive their processed application data. The list of Federal School Codes is updated each year and is available online at **fafsa.ed.gov**.

FSEOG (Federal Supplemental Educational Opportunity Grant)

A federal Campus-Based grant program that provides grant assistance to undergraduate students who have not earned a bachelor degree or first professional degree. Priority in awarding Federal Supplemental Educational Opportunity Grant (FSEOG) funds is given to students who have exceptional financial need and are Federal Pell Grant recipients.

Full Participant

A school that uses the Common Record (XML) to submit both Federal Pell Grant and Direct Loan data to COD. Full Participants also have the option of submitting award data from the Campus-Based Programs (Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Perkins Loan) to COD.

FWS (Federal Work-Study)

A federal Campus-Based employment program that provides funding to participating schools to provide jobs to undergraduate and graduate students, who have demonstrated financial need, to help meet their education expenses. Also see *Federal Campus-Based Programs.*

GAPS (Grant Administration and Payment System)

ED payment system that provides financial management support services for the Title IV funds delivery system. Functions supported by GAPS include planning grant awards, obligation of award authorizations, disbursing funds, and final grant closeout for Title IV programs.

GED (General Education Development Certificate)

Nationally recognized equivalent of a high school diploma granted after a student has passed a standardized examination.

HEA (Higher Education Act)

Federal legislation passed in 1965, and its subsequent amendments and reauthorizations (most recently in 1998), authorizing the majority of the federal postsecondary student financial aid programs and mandating that the programs be regulated and administered by the U.S. Secretary of Education. Approximately every five years, Congress reauthorizes the act or extends the legislation for up to one additional year. The statute's most current version, as amended, is always the official version of the law.

Highlights

Fields on the ISIR that, depending on the comment codes and comment text, it is recommended a student to verify or complete. Fields are identified by an "h."

IFAP (Information for Financial Aid Professionals)

A Federal Student Aid (FSA) online database/library that provides financial aid administrators access to current and archived FSA information/materials (e.g., technical publications, reference manuals, regulatory and policy guidance, Dear Partner and Action Letters) pertaining to the administration of FSA programs. Also provides automatic updates electronically to FAAs who subscribe to this service.

Located at **ifap.ed.gov**
User ID and password required to enroll in electronic updates.

Independent Student

An applicant for federal student financial aid who meets certain criteria. To be classified as an independent student for federal student financial aid purposes, a student must meet one or more of the following criteria:

- Be at least 24 years old by December 31 of the award year for which aid is sought
- Be an orphan or ward of the court until the age of 18
- Be a veteran of the Armed Forces of the United States
- Have legal dependents other than a spouse
- Be a graduate or professional student
- Be married

Also see *Dependent Student.*

INS (Immigration and Naturalization Service)

The agency of the U.S. Department of Justice responsible for enforcing the laws regulating the admission of foreign-born persons (i.e., aliens) into the United States. Also administers immigration benefits, including the naturalization of qualified applicants for U.S. citizenship.

The CPS conducts a match of FAFSA data against this agency's database to confirm the student's identification and eligibility for federal student financial aid.

INS Secondary Confirmation Flag

An indicator on the ISIR reporting the results of subsequent CPS data matches with the INS database (after the initial match fails) to confirm the status of an applicant for federal student aid as an eligible noncitizen.

IRS (Internal Revenue Service)

The federal tax collection agency administrating the Internal Revenue Code enacted by Congress.

ISIR (Institutional Student Information Record)

An electronic output document generated by the CPS that summarizes information provided on a student's FAFSA. Also provides the result of the EFC calculation, results of eligibility matches with certain databases, reject reasons, comments, and data assumptions. It is available to schools through the Electronic Data Exchange (EDE). Also see *Output Document* and *SAR (Student Aid Report)*.

ISIR Analysis Tool

Software provided by ED that schools can use to analyze FAFSA application data reported on the ISIR. This tool can help determine the impact changes to student-reported information had on the student's EFC and Pell Grant eligibility.

Available for download at **fsadownload.ed.gov**

Match Flag

Alphabetic or numeric code indicating the results of data matches the CPS performs against the databases of certain federal agencies to confirm the identification and eligibility of federal student aid applicants.

Mid-Year Transfer

See *Transfer Student*.

Middleware

A software application that functions: (1) as a bridge between the processing systems used by Phase-in Participants for submitting fixed length records to COD via the SAIG and (2) as a traffic manager to direct records to and from COD and other systems (e.g., CPS, NSLDS, PEPS). Also functions as a translator by converting the Responses that are sent from COD to both Phase-in and Full Participants via the SAIG to acknowledgements that the processing systems used by the schools are able to read and import into the schools' databases. Also referred to as the *EAI bus*.

MPN (Master Promissory Note)

The legal document that requires a student loan borrower to repay the funds borrowed under the Direct Loan Program or under the Federal Family Educational Loan Program. Some students use the MPN to accept one loan. Other students, at schools approved by the U.S. Department of Education, may use the MPN to accept several loans. Use of the MPN form simplifies the loan process by eliminating the need for eligible students to complete a promissory note every year they borrow.

MRR (Multiple Reporting Record)

A record automatically generated by the Common Origination and Disbursement (COD) System when it receives origination and disbursement records from more than one school for the same student during the same payment period. It informs a school about other schools that have submitted origination and disbursement records for the same student during that period. MRRs can also be requested by a school.

NASFAA (National Association of Student Financial Aid Administrators)

Professional association representing the student financial aid interests of institutions of postsecondary education in the U.S. The primary goal of the Association is to promote maximum funding and effective delivery of financial assistance to students who are in need of additional funds to pursue their education beyond high school.

Need

The difference between the student's Expected Family Contribution (EFC) and the cost of attendance (COA). COA-EFC = student financial need. Also see *FM (Federal Methodology)*

Need Analysis

The process of determining the student's Expected Family Contribution (EFC) based on Federal Methodology (FM). See *FM (Federal Methodology).* Also known as *Federal Need Analysis Methodology.*

NSLDS (National Student Loan Data System)

An ED integrated system that collects and reports information about the financial aid history of students who receive federal student aid and maintains that information in an online database available to the financial aid community. The database stores information about loans, grants, students, borrowers, lenders, guaranty agencies (GAs), schools and loan servicers. The CPS conducts a match of FAFSA data against this database to confirm the student's identification and eligibility for federal student financial aid.

Located at **nsldsfap.ed.gov**
ID and Password required to access the database.

NSLDS Financial Aid History

Section on the SAR and ISIR that reports a student's previous federal student financial aid, defaults, and overpayments. Also known as *Financial Aid History.* Also see *Financial Aid Transcript (FAT).*

NSLDS Transfer Student Monitoring Process

The four-step process FAAs use to automatically receive information from the NSLDS database pertaining to the federal student aid eligibility of mid-year transfer students. The four steps to the process include: Inform, Monitor, Alert and Review.

OPE-ID (Office of Postsecondary Education ID)

An eight-digit identification number assigned by ED's Office of Postsecondary Education to an institution that has been approved to participate in federal student financial aid programs. Schools that don't administer Title IV funds but want their students to qualify for in-school deferments also are assigned an OPE ID number. Additional locations of a school are designated by the last two digits of the OPE ID (e.g., the OPE ID of a school's main campus is 00163**00**, while the OPE ID of the school's additional location is 00163**01**).

Override

A flag the financial aid administrator sets on an ISIR correction to instruct the CPS to use certain data provided in processing the student's record/transaction and calculating the EFC. Also see *Assumption Override*, *Dependency Override*, *Reject Override*.

Output Document

A record of a student's application data and need analysis (EFC calculation). Types of output documents include the Student Aid Report (SAR) and Student Aid Report Information Acknowledgement that the student receives, and the Institutional Student Information Record (ISIR) that the school receives. Also see *ISIR and SAR*.

PEPS (Postsecondary Education Participants System)

The Federal Student Aid (FSA) management information system for all organizations that have a role in administering federal student financial aid and other Higher Education Act programs. It maintains eligibility, certification, demographic, financial, review, audit and default rate data about schools, lenders and guarantors participating in the Title IV programs.

Phase-In Participant

A school that uses fixed length record layouts to submit Pell Grant and Direct Loan Program data to COD via the SAIG. Refer to the 2002-2003 Pell Grant Technical Reference and the 2002-2003 Direct Loan Technical Reference for the defined record layouts.

PIN (Personal Identification Number)

An identifier that allows students and parents to access their personal information in ED systems. The PIN is also used to electronically sign the FAFSA and make corrections electronically to data submitted on the FAFSA.

Located at: **pin.ed.gov**

PJ (Professional Judgment)

A provision in the Higher Education Act allowing financial aid administrators to override a student's dependency status (from dependent to independent), to adjust the components of a student's COA, and to adjust the data elements used to calculate the student's EFC. The exercise of professional judgment may increase a student's eligibility for financial aid. Professional judgment can be used only on a case-by-case basis, and the reason must be documented in the student's file.

PLUS or Federal PLUS Loan

A federal loan program through which parents can borrow funds for the education needs of their dependent children enrolled at postsecondary institutions. Loans are made by lenders such as banks, credit unions, or savings and loan associations. Also see *DL (Direct Loan)*.

POP (Potential Overaward Project)

Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward and is disallowed after 30 days. Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year. The COD System is programmed to calculate the percentage of SPG used each time a school reports a recipient's disbursement. For more information, see the *COD Technical Reference Document.*

Postscreening

A process subsequent to prescreening whereby the NSLDS database is scanned regularly to check for changes to the eligibility of federal student aid applicants. These changes include loan aggregates and the student's moving into or out of a default or overpayment status, and are reported to the CPS, which in turn creates new record transactions and generates new SARs and ISIRs.

Postsecondary Institution

An institution providing education beyond the high school level. The term refers to trade and technical schools, two-year colleges, community colleges, and four-year colleges and universities.

Prescreening

The initial match of FAFSA data that CPS performs against the NSLDS database to identify applicants for federal student financial aid who are in default on an existing Title IV loan; who owe overpayments on Federal Pell Grants, FSEOGs, and/or Perkins Loans; or who have exceeded maximum loan limits. Prescreening is performed before CPS processing of FAFSA data is complete.

President's Management Agenda

A document outlining the President's strategy for improving the management and performance of the federal government, including the U.S. Department of Education. The document emphasizes the need to reduce fraud, waste, and inefficiency in federal programs, including federal student aid program administration and management.

Located at: **whitehouse.gov/omb/budintegration/pma_index.html**

Renewal FAFSA

A FAFSA application that is pre-populated with the student's prior year data and used for updating for the upcoming (next) award year. To use the Renewal FAFSA, the student must have an eligible FAFSA transaction for the preceding award year. The student may access the Renewal FAFSA via the Web. Also see *Free Application for Federal Student Aid (FAFSA)* and *Renewal FAFSA on the Web (ROTW).*

Roster File

This file is the output document from the Enrollment Reporting process. The Roster File lists all Direct Loan Program and Federal Family Education Loan (FFEL) Program borrowers at a school who were last reported as enrolled at the school. Formerly known as SSCR (Student Status Confirmation Report). See *Enrollment Reporting*.

ROTW (Renewal FAFSA on the Web)

A Web-based version of the Renewal Free Application for Federal Student Aid. Also see *Free Application for Federal Student Aid (FAFSA)* and *Renewal FAFSA*.

Located at **fafsa.ed.gov**
A PIN is required to access student information.

SAIG (Student Aid Internet Gateway)

ED vehicle for electronically transmitting and receiving data on Title IV student aid programs. Entities exchanging data through the SAIG include the CPS, NSLDS, COD, schools, third-party servicers, state agencies, lenders and guarantors.

Enrollment in the SAIG(formerly known as the Title IV WAN) is available at **sfawebenroll.ed.gov**

SAP (Satisfactory Academic Progress)

The qualitative (grade point average) and quantitative (time limit) measure of a student's progress toward completing a program of study. To maintain eligibility for federal student financial aid, the student must show adequate progress. Schools must establish policies regarding satisfactory academic progress, and must check the progress of federal aid recipients at least once each academic year.

SAR (Student Aid Report)

The output document that the CPS sends to a student after the FAFSA is processed. It summarizes the information the student submitted on the FAFSA; reports the student's calculated EFC; provides comments to the student as well as information for the financial aid administrator; and reports the student's NSLDS financial aid history. Also see *Output Document* and *Institutional Student Information Record (ISIR)*.

School Transfer Profile

The information a school provides to NSLDS pertaining to its participation in the Transfer Student Monitoring Process. The profile designates the school's contact, e-mail address where Alert Notification Messages should be sent, and Inform and Alert options. Also see *Alert Notification Message and NSLDS Transfer Student Monitoring Process.*

Family Contribution (EFC), Simplified Needs Test (SNT) and *Primary EFC.*

SID (Student Identifier)

A unique identifier for each applicant, made up of an applicant's Social Security Number (SSN), and the first two letters of the applicant's last name.

SNT (Simplified Needs Test)

A formula under the Federal Methodology that ignores the asset information reported on the FAFSA in calculating a student's Expected Family Contribution (EFC). It also referred to as a simplified formula. Also see *Federal Methodology (FM)*.

SSA (Social Security Administration)

The federal agency that establishes policy for administers and coordinates Social Security earnings and benefits. The CPS conducts a match of FAFSA data against this agency's database to confirm the student's identification and eligibility for federal student financial aid.

SSN (Social Security Number)

The nine-digit U.S. taxpayer identification number used by the federal government to maintain a record of an individual's employment earnings and benefits covered by the Social Security Act.

SSS (Selective Service System)

The federal system, mandated by the Military Selective Service Act, that delivers manpower to the U.S. Armed Forces during emergencies. Males between the ages of 18 and 25 are required to register with the Selective Service System. The CPS conducts a match of FAFSA data against this agency's database to confirm the student's identification and eligibility for federal student financial aid.

Title IV Programs

The federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education (ED) and include the Campus-Based Programs, the Federal Family Educational Logan (FFEL) Program, the William D. Ford Direct Loan (DL) Program, the Federal Pell Grant Program, the State Student Incentive Grant (SSIG), and the Robert C. Byrd Honors Scholarship. To participate in these programs, postsecondary schools must apply to and be approved by ED.

The Application for Approval to Participate in Federal Student Financial Aid Programs is accessed electronically at **eligcert.ed.gov**.

Transaction Number

A two-digit number within the Student ID reported on output documents produced after the CPS processes initial or corrected FAFSA data. The CPS generates a new transaction number (and a new output document) each time an applicant's data is processed. For example, the initial processed FAFSA creates Transaction 01, the first processed correction creates Transaction 02, and a subsequent processed correction creates Transaction 03.

The Transaction Number is located in the lower right hand corner of the applicant's SAR, after the applicant's Social Security number and the first two letters of the last name.

Transfer Student

A student who transfers from one school to another school during the same award year (July 1 to June 30).

Update

Data on the SAR/ISIR that has been updated to reflect changes in a student's situation after the FAFSA was signed. Updates are limited to dependency status (for reasons other than the student's marital status), household size and number in college (under certain conditions).

VA (Veteran's Affairs)

The federal agency responsible for administering and managing the education, health care, and financial assistance benefits of U.S. veterans and their families.

The CPS conducts a match of FAFSA data against this agency's database to confirm the student's identification and eligibility for federal student financial aid.

Valid ISIR/SAR

Institutional Student Information Record (ISIR) or Student Aid Report (SAR) having a calculated EFC and no "C" codes. Also referred to as *Valid Output Document*.

Valid Output Document

See *Valid ISIR/SAR*.

Verification

The process a school follows to check the accuracy of the information reported by the student on the FAFSA. The information reported is compared against documents, such as signed federal tax forms and signed Verification Worksheets, the student provides to the school.

Verification Status Code

A field by which the school reports to FSA the verification status of a student who has been selected for verification and paid a Pell Grant. For 2003-2004, the Verification Status Codes are:

N – Not Selected S – Selected, not verified V – Verified

Verification Tolerance

The acceptable limit for small dollar-value errors that are detected when verifying a student's FAFSA data but that do not significantly affect the student's eligibility. The tolerance limit is $400 and applies to the net difference between the sum of applicant-reported (incorrect) AGI, plus untaxed income, less U.S. income tax paid; and the sum of the verified (correct) AGI, plus untaxed income, less the verified U.S. income tax paid. If the difference between the incorrect total and the verified total is $400 or less, *and only dollar-value errors are detected*, the errors are within tolerance, and the student's EFC does not have to be recalculated. Also see *Verification*.

Verification Tracking Flag

A field on the Institutional Student Information Record (ISIR) that reports the extent to which the application met ED's verification selection criteria.

Verification Worksheets

Forms that student aid applicants complete and schools use to confirm the accuracy of information reported on the FAFSA.
Available at **ifap.ed.gov/vgworksheets/0203VWkSheets.html**

XML (Extensible Markup Language)

A universal format for structured documents and data on the Web. XML is a `metalanguage' --a language for describing other languages--which lets users design their own customized markup languages for limitless different types of documents.

Federal Student Aid Acronyms

Acronym	Stands for
ACA	Administrative Cost Allowance
ACH/EFT	Automated Clearinghouse/Electronic Funds Transfer
ADR	Actual Disbursement Roster
AFMS	Account and Financial Management Service (in the U.S. Department of Education)
AGI	Adjusted Gross Income
ATB	Ability-to-Benefit
AVR	Automated Voice Response (touch-tone telephone)
AY	Academic Year *or* Award Year
BBAY	Borrower-Based Academic Year
CEO	Chief Executive Officer
CFL	Current Funding Level
CFO	Chief Fiscal/Financial Officer
CFR	Code of Federal Regulations
CMT	Case Management Team
COA	Cost of Attendance
COD	Common Origination and Disbursement
COH	Cash on Hand
COO	Chief Operating Officer
COTW	Corrections on the Web
CPA	Certified Public Accountant
CPS	Central Processing System
CSR	Customer Service Representative
DCS	Debt Collection Service (in the U.S. Department of Education)
DL	Direct Loan
DLOC	Direct Loan Origination Center
DLSC	Direct Loan Servicing Center
DOB	Date of Birth
DOJ	U.S. Department of Justice
DPA	Destination Point Administrator
DRI	Disbursement Release Indicator
DRN	Data Release Number
EAC	Electronic Access Code *or* Electronic Access Conference
EADA	Equity in Athletics Disclosure Act

Acronym	Stands for
EAI Bus	Enterprise Application Integration Bus
ECAR	Eligibility and Certification Approval Report
ED	U.S. Department of Education
EDCAPS	Education Central Automated Processing System
EDE	Electronic Data Exchange
EDP	Electronic Data Processing
EFA	Estimated Financial Assistance
EFC	Expected Family Contribution
EFT	Electronic Funds Transfer (see ACH/EFT)
EIN	Employer Identification Number
eMPN	Electronic Master Promissory Note
ESOA	Electronic Statement of Account
EST	Eastern Standard Time
ET	Eastern Time
FAA	Financial Aid Administrator
FAFSA	Free Application for Federal Student Aid
FAO	Financial Aid Officer
FAT	Financial Aid Transcript
FCC	Federal Capital Contribution
FEDWIRE	U.S. Treasury Financial Communication System/Deposit Message Retrieval System *or* Federal Reserve Communications System (not a U.S. Treasury wire transfer system)
FERPA	Family Education Rights and Privacy Act
FFEL	Federal Family Education Loan [Program]
FFY	Federal Fiscal Year
FISAP	Fiscal Operations Report and Application to Participate
FM	Federal Methodology
FMT	Fiscal Management Training
FNT	Full Needs Test
FOTW	FAFSA on the Web
FPRD	Final Program Review Determination (letter)
FSA	Federal Student Aid
FSC	Federal School Code
FSEOG	Federal Supplemental Educational Opportunity Grant [Program]
FWS	Federal Work-Study [Program]
FY	Fiscal Year
GA	Guaranty Agency

Acronym	Stands for
GAAP	Generally Accepted Accounting Principles
GAGAS	Generally Accepted Government Auditing Standards
GAO	General Accounting Office
GAPS	Grant Administration and Payment System
GAS	Government Auditing Standards
GASB	Governmental Accounting Standards Board
GEAR UP	Gaining Early Awareness and Readiness for Undergraduates Program
GED	General Education Development Certificate
GPA	Grade Point Average
HBCUs	Historically Black Colleges and Universities
HEA	Higher Education Act of 1965, as amended
HHS	U.S. Department of Health and Human Services
HPSL	Health Professions Student Loan [Program]
ICC	Institutional Capital Contribution
ID	Identifier
IFAP	Information for Financial Aid Professionals [Web site]
IG	Inspector General
INS	Immigration and Naturalization Service
IPEDS	Integrated Postsecondary Education Data System
IRS	Internal Revenue Service
ISIR	Institutional Student Information Record
ISP	Internet Service Provider
JLD	Job Location and Development [Program]
LEAP	Leveraging Educational Assistance Partnership [Program]
LOA	Leave of Absence
LOC	Direct Loan Origination Center *or* Letter or Credit
LOE	Level of Expenditure (in the Federal Perkins Loan Program)
MPN	Master Promissory Note
MRR	Multiple Reporting Record
NACUBO	National Association of College and University Business Officers
NASEA	National Association of Student Employment Administrators
NASFAA	National Association of Student Financial Aid Administrators
NCES	National Center for Education Statistics (in the U.S. Department of Education)
NDSL	National Direct Student Loan Program *or* National Defense Student Loan Program
NPRM	Notice of Proposed Rulemaking

Acronym	Stands for
NSF	Non-Sufficient Funds
NSLDS	National Student Loan Data System
OCFO	Office of the Chief Financial Officer
OIG	Office of Inspector General (in the U.S. Department of Education)
OMB	Office of Management and Budget
OPE	Office of Postsecondary Education (in the U.S. Department of Education)
OPE-ID	Office of Postsecondary Education Identifier
PBO	Performance Based Organization
PEPS	Postsecondary Education Participants System
PIN	Personal Identification Number
PJ	Professional Judgment
P.L.	Public Law
PLUS	Parent Loans for Undergraduate Students
POP	Potential Overaward Project
PPA	Program Participation Agreement
QA	Quality Assurance *or* Quality Analysis
ROTW	Renewal FAFSA on the Web
SAIG	Student Aid Internet Gateway (successor to TIV WAN)
SAP	Satisfactory Academic Progress
SAR	Student Aid Report
SAY	Scheduled Academic Year
SID	Student Identifier
SLEAP	Special Leveraging Educational Assistance Partnership [Program]
SNT	Simplified Needs Test
SSA	Social Security Administration
SSCR	Student Status Confirmation Report
SSN	Social Security Number
SSS	Selective Service System
TPD	Temporary and Permanent Disability
U.S. or US	United States
VA	U.S. Department of Veterans Affairs
XML	Extensible Markup Language

Session 1 – How to Apply

1. Jared is a high school senior at FSA High School. He asked his guidance counselor for assistance in completing the application for federal student aid. This is the first time either Jared or his counselor has completed an application. Looking at the paper application, they would both like more support in interpreting the questions. The guidance office is equipped with computers and Web access.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☑ FOTW	☐ ROTW	☐ EDExpress

2. Lynda will be a junior studying Finance at FSAU – South in the upcoming academic year. This is the first year she is applying for aid. After hearing about hackers and identity theft, Lynda is adamant about not filing electronically.

☑ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

3. Joan, an FAA at FSAU – Northeast, was assigned a student who sent in his own completed application last year. Joan remembers that he had quite a few problems with his application. She wants to help the student get his application processed more quickly this time around.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☑ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☑ EDExpress

4. Thomas, hoping to be a student at FSAU – North, spent several hours completing his first paper application. The entire time he wondered, "Does this question really apply?" and "Why am I filling in this one?" This year Thomas would like to know that he is completing only what is necessary.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☐ Spanish FOTW	☐ FAA Access to CPS Online
☐ Paper Spanish FAFSA	☐ FOTW	☑ ROTW	☐ EDExpress

5. Julio is bilingual, but feels more comfortable in his native tongue, Spanish, especially since this is his first time to complete such an important application. Julio is in no particular hurry for the information, since he planned in advance. He also is computer-literate and feels comfortable with the security the Internet provides.

☐ Paper FAFSA	☐ Paper Renewal FAFSA	☑ Spanish FOTW	☐ FAA Access to CPS Online
☑ Paper Spanish FAFSA	☐ FOTW	☐ ROTW	☐ EDExpress

Session 1 – PINs

1. Joan, the FAA, is in graduate school and has 2 children who are undergraduates at the same school. How many PINs does Joan need?

   Only 1 (covers her as a student, FAA and parent)

2. Suzanne lost her PIN. What should she do if she still wants to sign her application electronically and track the status?

   Request a duplicate PIN

3. Gia received her PIN notification e-mail link, but when she attempted to access it, she got the message 'No Match Found.' What could be the problem?

   - **Data entered to retrieve the PIN does not match the data used to generate the PIN**
   - **Link was not completely copied and pasted into the address line of the Web browser**
   - **Student didn't access the site before the link expired**

4. Reginald accessed pin.ed.gov to see what was available to him. What can a student do at pin.ed.gov?

   - **Apply for a new PIN**
   - **Request PIN be re-sent**
   - **Change his PIN**
   - **Select his own 4-digit PIN**
   - **Check PIN status**
   - **Change PIN information (e.g., name, address, e-mail)**
   - **Change Internet access (i.e., disable or re-enable PIN)**

   Access more information about PINs

5. What system can Jan access with her PIN to get her student loan information?

   NSLDS

Session 2 – Resolving ISIR Problems

#	Student	Comment Codes	Match Flags	Generate C code?	Reject #	Problem Identified & Resolution
1	Kathy Erickson	089 109	--- X	--- Yes	11 ---	**Marital status inconsistent with reported incomes** Review and provide parent's marital status and income from work. **The INS did not have enough information to confirm her statement that Kathy is an eligible noncitizen** Must begin paper (G845) secondary confirmation process.
2	Amy Zimmerman	166	---	---	D	**Father's SSN is not valid.** Verify SSN and correct Father's/Stepfather's SSN.
3	Marcel Venturi	138	7	Yes	---	**Found reported SSN on NSLDS database, but name and date of birth did not match.** Determine if the NSLDS record is that of the applicant, by accessing NSLDS online using SSN only to retrieve the matching data. If the record belongs to the student, use the information in NSLDS to determine eligibility for FSA funds.
4	Gail Romano	060	2	Yes	R	**Date of birth on application does not match SSA's records.** Since this is a verifiable reject, so it can be re-entered and it will be accepted. Student may provide documentation that explains the discrepancy with the date of birth. If the student's date of birth is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the date of birth and submit it as a SAR/ISIR correction. If the date of birth is incorrect, the student may correct the date of birth on SAR/ISIR. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag.

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#	Student	Comment Codes	Match Flags	Generate C code?	Reject #	Problem Identified & Resolution
5	Isaac Townsend	050	---	---	---	**Application information needs to be checked.**
		114	---	---	12	**The amount reported for Isaac's taxes paid is equal to or greater than the amount reported for Isaac's AGI** Correct Taxes Paid to an amount that is less than AGI or change AGI to an amount greater than taxes paid.
6	Angie Turnbull	111	---	---	12	**The amount reported for parent's taxes paid is equal to or greater than the amount reported for parent's AGI** Correct Taxes Paid to an amount that is less than AGI or change AGI to an amount greater than taxes paid.
7	Emma Cottier	049	---	---	9	**Emma did not report an SSN for either father or mother.** Review and supply Father's/Stepfather's or Mother's/ Stepmother's SSN, or use 000-00-0000 if they do not have SSNs.

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Session 3 – Case Study

#	Scenario	a. Correction, Update, or Adjustment? b. To what field/value? c. What should field/value be? d. Required to submit to CPS? (pick 1)
1	Amy submitted her 2003-2004 application in the spring of 2003. When she submitted the application, her e-mail address was amy@fsau.edu. Amy took a work-study position the next fall as a computer lab monitor. She got another e-mail address, mon12@fsau.edu, and needs to use this new one for her electronic correspondence.	a. Correction b. Correct e-mail address c. mon12@fsau.edu d. ☐ Required to submit to CPS ☑ Not required to submit to CPS
2	Randy has applied to 2 different schools (FSAU and FSA Tech) and has asked each school to consider the $10,000 in lost income due to his father's being laid off from work. Both schools do apply professional judgment in their calculations for Randy's EFC, making him Pell eligible.	a. Adjustment from PJ b.(Variable answer; could be income and/or AGI, depending on how the school makes the adjustment) c. (depends on what the original value was and the adjustment) d. ☑ Required to submit to CPS ☐ Not required to submit to CPS
3	Rachel got married the summer after her junior year at FSAU – Dawson Creek. She had already submitted a Renewal application for her senior year. On that application she reported that the highest level of schooling that her father received was high school, when in fact he has a bachelor's degree in Finance.	a. Correction b. Father's educational level c. College d. ☐ Required to submit to CPS ☑ Not required to submit to CPS
4	Tyler, a graduate student at FSAU – North receiving financial aid, and his wife just celebrated the birth of their second child (who was not included in the household number when Tyler completed his FAFSA). Because their one bedroom apartment was no longer big enough, they have moved to a bigger apartment.	a. Update both if selected for verification *or* Correction if wife was pregnant when he filed FAFSA b. Household size, Address c. 4, new address d. ☑ Required to submit to CPS depends on his aid ☐ Not required to submit to CPS
5	Amanda is reviewing the SAR she received after submitting her FAFSA. She sees that her adjusted gross income is reported as $678. She double-checked her photocopy of the application she sent in and saw that she had written $6678. Amanda's FAA determined that Amanda's EFC was affected and that Amanda is no longer eligible for Pell.	a. Correction b. Amanda's AGI c. $6678 d. ☑ Required to submit to CPS ☐ Not required to submit to CPS
6	Tuck is one of a growing number of non-traditional undergraduate students at FSAU – Detroit. He has 3 teen-aged children, 2 of whom are twin boys and are attending the same college as Tuck. Tuck's FAA knows the family well, and was surprised to see on one of the son's applications that he reported 1 child in college.	a. Correction b. Number of children in college c. 2 d. ☑ Required to submit to CPS depends on his aid ☐ Not required to submit to CPS

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Session 4 – Exercise

Part I

Put the steps to the COD process in order by indicating the correct number (1, 2, 3 or 4) on the line next to each step:

4 COD System returns the results of data processing to the school via Acknowledgements (Phase-In Participants) or Responses (Full Participants)

2 COD System processes the data

1 Schools submit origination and disbursement records to COD

3 COD System edits the data

Part II

F 1. All schools must use the XML Common Record Layout format for award year 2003-2004.
They can use it, but it is not a requirement until 2004-2005

F 2. If a parent is borrowing PLUS loans for more than 1 dependent student, only 1 MPN is needed.
Need 1 MPN per PLUS

T 3. There are 2 COD participation options: Full Participant and Phase-in Participant.

T 4. The SSCR process is now known as Enrollment Reporting, which uses a Roster File.

T 5. The acronym MRR stands for Multiple Reporting Record.

F 6. Federal Perkins Loan data must be reported to NSLDS bi-weekly.
Federal Perkins Loan data must be reported monthly (not bi-weekly)

F 7. COD processing for 2003-2004 begins in May 2003.
COD processing for 2003-2004 begins in March 2003

F 8. The report for financial aid and enrollment activity for FWS, Federal Perkins Loans and FSEOG must be submitted annually by August 1.
Annually by October 1 (not August 1)

T 9. Overpayment on a Federal Pell Grant, FSEOG or Federal Perkins Loan must be reported to COD within 30 days of the school's being aware of the change.

T 10. EDExpress users become full participant users of the COD system in 2003-2004.

FSA Acronym Alphabet Soup Puzzle

#	Acronym	Acronym Stands For	Description
1	MRR	Multiple Reporting Record	Report that lets a school know that a student appears to be concurrently enrolled at two schools or receiving Pell Grant disbursements from both
2	SAP	Satisfactory Academic Progress	School's policy that measures a student's progress toward timely completion of a program of study
3	CPS	Central Processing System	Processes FAFSA information, performs data matches with outside databases, sends application information (ISIR/SAR) to schools and students
4	ISIR	Institutional Student Information Record	Report a school receives that provides the results of the processing of FAFSA data
5	PIN		
6	COD	Common Origination and Disbursement	System to which all schools report their disbursements of Pell Grants and Direct Loans
7	NSLDS	National Student Loan Data System	Comprehensive database that stores students' historical and current federal student financial aid information
8	IFAP	Information for Financial Aid Professionals	Web site where FAAs find updated FSA information
9	FSA	Federal Student Aid	Office within ED that manages and administers financial aid programs
10	COA	Cost of Attendance	Sum of a student's tuition and fees, room and board, book allowances, etc. for a given enrollment period
11	DRN	Data Release Number	Unique number that allows a student to phone in certain FAFSA changes to the Federal Student Financial Aid Information Center
12	EFC	Expected Family Contribution	Result of a calculation that determines the anticipated amount of financial support a family should be able to provide a student for a given award year
13	DPA	Destination Point Administrator	Person who "owns" the Destination Point represented by the school's "TG" number and determines who has what level of access to the Student Aid Internet Gateway (SAIG)
14	FOTW	FAFSA on the Web	Web-based application for federal student financial aid
15	COTW	Corrections on the Web	Web site where students correct FAFSA data
16	ROTW	Renewal FAFSA on the Web	Web-based renewal application for federal student financial aid
17	EDE	Electronic Data Exchange	Electronic process to transmit, receive and correct federal student financial aid application data
18	FISAP	Fiscal Operations Report and Application to Participate	Annual report schools submit to request to participate in Campus-Based Programs
19	INS	Immigration and Naturalization Service	Federal agency that verifies eligible noncitizen status
20	SAIG	Student Aid Internet Gateway	Secure, Web-based system that schools, third-party servicers, etc. use to exchange Title IV data with the FSA Application System
21	CFL	Current Funding Level	Amount of cash available to a school to draw down from GAPS
22	POP	Potential Overaward Project	When more than one school reports Pell Grants disbursements for a student that total more than 100% of the scheduled award
23	XML	Extensible Markup Language	Flexible language used to code COD's Common Record
24	SID	Student Identifier	Unique number used by COD to differentiate one student from another. Includes current SSN, current date of birth, current last name
25	FM	Federal Methodology	Formula used to determine the expected family contribution for all students applying for federal student financial aid

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